

Southern University at Shreveport

Academic Policy Manual

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**Dr. Orella R. Brazile
Vice Chancellor for Academic Affairs**

**Dr. Ray L. Belton
Chancellor**

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CHAPTER I

THE ADMINISTRATION OF THE UNIVERSITY

Governing Boards

a. The Board of Regents

The Board of Regents was created by the 1974 Constitution of the State of Louisiana. According to Article VIII, Sec. 5, it shall plan, coordinate, and have budgetary responsibility for all public higher education. Specifically, the Board of Regents is empowered to revise or eliminate an existing degree program, department of instruction, or similar division; to approve, disapprove, or modify a proposed degree program, department of instruction, division, or similar subdivision; to study the need for and feasibility of any new institution of post-secondary education, including branches of institutions and conversion of two-year institutions to institutions offering longer course of study. Additionally, the Board formulates and makes timely revision of a master plan for higher education; for mandatory use by every higher education board; and requires an annual budget proposal for operational and capital needs of each institution under the control of each board. The Board is composed of fifteen members appointed by the Governor with the consent of the Senate. The members serve overlapping terms of six years. At least one member, but no more than two members, shall be appointed from each Congressional District. A student member, elected from the student body presidents of the state's institutions of higher education serves a one-year term.

b. Board of Supervisors

The Board is empowered to supervise and manage the Southern University System, which includes five campuses. Specifically, the Board of Supervisors has exclusive administrative authority over operation of the University, which includes not only the power to prescribe courses, to select faculty, and to hire and fire employees,

but also power to adopt and to enforce administratively, reasonable regulations governing on-campus activity and conduct of faculty, employees, and students. The Board of Supervisors is vested with those powers not specifically vested to the Board of Regents. The Board of Supervisors is composed of sixteen voting members, two from each of the eight Congressional Districts of the State, one from the state-at-large, and one student member. The members serve overlapping terms of six years, following terms fixed by law. The student member, elected from the study body presidents of the Systems' institutions, serves a one-year term.

The President of the University System acts as Secretary to the Board, its Executive Committee, and other standing and special committees. The Board holds at least nine regular meetings in each calendar year, with at least one meeting held at each of the campuses of the System. All communication to the Board or to its committees from a student organization, teacher, officer, or employee of the System shall be transmitted to the President through the appropriate Chancellor, and transmitted by the President to the Board. Communication from other persons having official relations with the University System shall be filed in writing with the President and duly transmitted by him or her to the Board.

c. Southern University System

Designated as a Land Grant System, the Southern University System is the **only** historically Black higher education system in the nation. The Southern University System is made up of the following institutions: Southern University and Agricultural and Mechanical College at Baton Rouge (SUBR), Southern University at New Orleans (SUNO), Southern University at Shreveport (SUSLA), Southern University Law Center at Baton Rouge (SULC), and Southern University Agricultural Extension and Research Center (SUAERC).

ADMINISTRATIVE ORGANIZATION - SOUTHERN UNIVERSITY AT SHREVEPORT (SUSLA)

The administrative officers of the SUSLA campus are:

- Chancellor
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Affairs
- Vice Chancellor for Community and Workforce Development
- Special Assistant to the Chancellor for Institutional Advancement

Duties and Responsibilities of Campus Administrative, Academic and Instructional Officers at Southern University at Shreveport:

CHANCELLOR

The Chancellor is the Chief Executive Officer of Southern University at Shreveport, Louisiana. He/she is responsible to the President of the Southern University System for the effective administration of the University; all resolutions, policies, rules and regulations adopted by appropriate agencies (system and otherwise) for the administration and operation of the University; and all policies, rules, regulations, directives, and memoranda issued by the System President. In addition to the aforementioned duties, the Chancellor also has responsibility for the following operations of the University:

- Makes recommendations to the System President for appointments, promotions, transfers, suspensions, and dismissal of employees;
- Observes appropriate regulations in personnel matters relating to classified and unclassified employees;
- Formulates educational and administrative policies and programs;
- Reviews, approves, and authorizes expenditures upon budget approval;
- Reviews all proposals that are designed to obtain funds from granting agencies;

- Informs the System President on the operations of the campus under his/her supervision.

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Vice Chancellor for Academic Affairs is the chief academic officer of the University and is responsible to the Chancellor for the development and administration of academic policies and programs within the campus. The Vice Chancellor is responsible for coordinating matters relating to the achievement and maintenance of accreditation for appropriate academic programs of the campus. Recommendations to the Chancellor for academic divisions are made through the Vice Chancellor. He/she also investigates the needs of the various academic divisions within the campus and submits recommendations to the Chancellor.

In addition, the Vice Chancellor for Academic Affairs is responsible for the following:

- Leadership in defining, redefining, supporting, and implementing the goals, policies, procedures, priorities, and changing academic programs of the institution;
- Academic personnel and implementation of academic standards for staffing, performance, retention, tenure, promotion and evaluation(s);
- Orientation of new faculty members;
- Academic programs and the course offerings, structure, schedules, student-faculty ratios, class sizes, and curriculum development;
- Budget preparation and personnel services, operating services, travel, materials and supplies, and acquisitions;
- Supervision of daily academic operations via academic administrative officers, including Division Chairs, Department Chairs, and/or supervision of the appropriate personnel;

- ሃጋ Coordination and correlation of academic support units;
- ሃጋ Coordination and preparation of institutional studies and reports and/or supervision of the appropriate personnel;
- ሃጋ Promotion of faculty development;
- ሃጋ Supervision of proposal writing in conjunction with the appropriate administrators and/or administrative offices;
- ሃጋ Supervision of academic advisement and placement;
- ሃጋ Serve as an appeal station for students with academic problems and threatened welfare in conjunction with other administrators;
- ሃጋ Provide scheduling for group meetings or academic assemblies to unify direction in achieving university goals and priorities;
- ሃጋ Maintain bodies and committees as units of communication, representation, and oversight;
- ሃጋ Conduct periodic examination of the instructional program in view of course objectives as they relate to or complement the role of the University;
- ሃጋ Promote involvement of the faculty in the evaluation of self, students, administration, curricular and instructional programs;
- ሃጋ Serve on the Administrative Council and various committees and councils such as ex-officio or otherwise;
- ሃጋ Provide official representation of the University as directed and serves as the second ranking officer of the University in the absence of the Chancellor.

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

The Vice Chancellor for Finance and Administration is the chief fiscal and business officer of the University and is directly responsible to the Chancellor for all

business and financial affairs. He/she is responsible for, but not limited to, assisting in budget planning and maintaining and controlling balances in all accounts. In addition, the Vice Chancellor for Finance and Administration has the following obligations:

- ሃጐ Supervising the payroll of all employees;
- ሃጐ Purchasing all materials and services;
- ሃጐ Receiving and disposing of all student fees;
- ሃጐ Managing all auxiliary enterprises, specifically the physical plant, campus security, bookstore, and custodial services;
- ሃጐ Supervising all classified personnel;
- ሃጐ Maintaining all personnel records through the Office of Personnel/Human Resources.

VICE CHANCELLOR FOR STUDENT AFFAIRS

The Vice Chancellor for Student Affairs is the chief student officer responsible for providing leadership in developing a team approach to delivering comprehensive student support services and enhancing institutional collaboration for teaching and learning. The comprehensive supportive services include Academic Advising, Career and Personal Counseling, TRIO programs, Admissions, Recruitment, Retention, Student Activities, and Standardized Testing. The Vice Chancellor is responsible for student discipline, and serves in a capacity to develop policy concerning issues related to student life and welfare. The Vice Chancellor reports to the Chancellor. Other duties include the following:

- ሃጐ Provide, sponsor, and/or coordinate certain student activities.
- ሃጐ Provide service and information to students and faculty regarding jobs, opportunities and references.
- ሃጐ Coordinate the non-academic calendar.
- ሃጐ Assist with recruiting students.
- ሃጐ Help establish and implement institutional policies and procedures.

- γᵝ Promote and maintain good relations between the institution and its publics – immediate community, parents, students, other agencies, and general public.
- γᵝ Coordinate and supervise the manifold counseling, advisory services within the area of student personnel.
- γᵝ Approve programs, trips, and other activities involving students.
- γᵝ Coordinate the content, facilities, place, dates, finances of the many programs, events, and activities involving student organizations and activity room(s).
- γᵝ Develop and maintain proper fiscal and managerial policies for the several programs under his/her supervision.

SPECIAL ASSISTANT TO THE CHANCELLOR

The Special Assistant to the Chancellor (SAC) reports directly to the Chancellor. The SAC assists the Chancellor in the day-to-day operations of the University. In the Chancellor's absence, the SAC assumes responsibilities for the Chancellor's Office and works cooperatively with the Vice Chancellors in the administration of the campus. The SAC represents the Chancellor on certain committees, at meetings and activities as requested by the Chancellor. Additional responsibilities of the SAC include:

- γᵝ Serve as institutional liaison for governmental affairs as directed by the Chancellor.
- γᵝ Serve as institutional liaison to the SU Foundation and SU Alumni Association as directed by the Chancellor.
- γᵝ Implement applicable institutional policies, and collaborate/partner with business and industry, in the establishment and successful operation of SUSLA's Business Incubator initiative.
- γᵝ Organize and implement annual fundraising efforts through telethon, radiothon, walk-a-thon, and other related events.

- ሃጋ Represent the Chancellor, as directed, in public relations events germane to institutional advancement.
- ሃጋ Initiate and implement measures toward cultivating endowment funds for the support of institutional programs and services.
- ሃጋ Cultivate and mobilize community action groups for the purpose of leveraging institutional enrollment efforts.

**VICE CHANCELLOR FOR COMMUNITY OUTREACH AND
WORKFORCE DEVELOPMENT**

The Vice Chancellor for Community Outreach and Workforce Development provides the overall management and leadership for the Division of Economic and Workforce Development. The vice chancellor provides operational and consultative assistance to the Chancellor in a variety of university-wide initiatives, works with other vice chancellors to continually scan the environment for opportunities to strengthen the programs and services of the University and participates in community and organizational activities/ events as an official representative of SUSLA and/or the Chancellor as required. Other duties include:

- ሃጋ Provide leadership, oversight and coordination, in concert with other vice chancellors, for university-wide economic and workforce development initiatives and efforts.
- ሃጋ Establish and/or enhance partnerships with business, industry, government, and community organizations that support local and regional economic and workforce development efforts.
- ሃጋ Identify potential local, state and/or federal funding sources, assess impact and requirements, and facilitate system efforts to secure these resources.
- ሃጋ Maintain high level of community interaction with local economic/workforce

development entities to improve system delivery.

- γᵐ Act as the chief resource person regarding local, state and federal economic/workforce development initiatives, policies and/or legislation.
- γᵐ Provide summary reports of economic and/or workforce development legislation that may impact SUSLA or community colleges in Louisiana.
- γᵐ Collaborate with Vice Chancellor for Academic Affairs to identify high demand workforce and technical programs, as well as specific training needs of the community.

DIVISIONAL CHAIRPERSON/DEAN

Divisional Chairpersons/Dean are responsible to the Vice Chancellor for Academic Affairs. Divisional Chairpersons/Dean are appointed by the Chancellor upon recommendation by the Vice Chancellor for Academic Affairs. Tenure in the role is indefinite, but subject to review every three years. They coordinate the programs among the several departments in their division in accordance with University policies.

They are expected to have teaching loads. The size of the teaching load depends upon the overall responsibilities of the chairperson.

Other responsibilities of the divisional chairpersons/dean include the following duties:

- γᵐ Assist with the preparation of schedules of course offerings.
- γᵐ Assist with the registration of students in accordance with the University's registration plan.
- γᵐ Approve of students' request for program changes.
- γᵐ Assist with the preparation of budgetary recommendations for the Chancellor's approval.
- γᵐ Approve textbook lists for their divisions.
- γᵐ Secure and submit professional personnel data on prospective faculty and staff.

- ۞ Report and recommend teaching loads for all teachers.
- ۞ Assist with the administration of mid-term examinations.
- ۞ Certify that students have met requirements for degrees. (Orders for diplomas will be processed through the Registrar's Office.)
- ۞ Assist the Registrar in securing final grades from teachers. (All official transcripts are to be issued by the Registrar.)
- ۞ Acquaint students with their progress at mid-term.
- ۞ Supervise the maintenance of personnel within the division.
- ۞ Approve add/drop changes, overrides, and overloads.

DEPARTMENTAL CHAIRPERSONS

Departmental Chairpersons are recommended by the Vice Chancellor for Academic Affairs after consultation with the departmental faculty and with approval of the Chancellor. Length of office is indefinite and subject to review every three years.

Departmental Chairpersons are responsible to Divisional Chairpersons for the efficient planning and management of the instructional program under their supervision. The Chairperson should have equal allegiance to faculty and administration, provide academic instruction, provide leadership for faculty and students, and be knowledgeable about all affairs in the department.

Administrative responsibilities of the departmental chairperson include the following duties:

- ۞ Supervise the instructional programs.
- ۞ Promote an effective program of instruction with experimentation, effective teaching and scholarly productivity.
- ۞ Coordinate the goals, contents and instructional program for each course offered in the department.
- ۞ Assume responsibility for the improvement of instruction, program development and promotion of research and service activities.

- ሃጋ Promote effective advisement for majors in the department.
- ሃጋ Promote effective program of faculty and student recruitment.
- ሃጋ Seek the use of relevant outside resources for the support of the educational program.
- ሃጋ Prepare the departmental schedule of course offerings with the assistance of members of the department and forward to the divisional chairperson.
- ሃጋ Evaluate faculty members of the department.
- ሃጋ Assure that classes are met by faculty members in accordance with the approved schedule.
- ሃጋ Maintain accurate records of all majors in the department.
- ሃጋ Assure proper maintenance of all departmental equipment.
- ሃጋ Assist the Vice Chancellor for Academic Affairs and the Registrar in obtaining final grades for students and candidates for graduation.
- ሃጋ Recommend to the Vice Chancellor for Academic Affairs, through the Division Chairperson and Dean, faculty members for promotions, merit raises and retention.
- ሃጋ Provide designated conferences with respective Chairpersons, Vice Chancellor, faculty members and students.
- ሃጋ Inform the Division Chairperson, and/or Vice Chancellor of departmental developments.
- ሃጋ Involve and inform the faculty in the development and administration of the departmental program in regular faculty meetings.
- ሃጋ Assist in the preparation of departmental budgets and administer the departmental budget.
- ሃጋ Prepare recommendations on library acquisitions.

- Assist in the job placement of graduates.
- Assist in the orientation of new faculty members.

UNIVERSITY REGISTRAR

The University Registrar reports to the Vice Chancellor for Academic Affairs. This office oversees the registration of students, planning, supervising, assessing all fees, preparing enrollment material for the computer center, faculty, staff, administration and maintains all student records. The Registrar provides periodic reports of academic progress to students, parents (with student's consent), and concerned University officials. Finally, the Registrar authorizes release of copies of student's records (with student's consent) to properly authorized agencies.

Other responsibilities of the Registrar include:

- Coordinate the Registration process.
- Prepare, process, provide, and oversee the publication of class schedules.
- Certify veterans' enrollment and attendance.
- Edit and provide reports for the Board of Regents.
- Certify all graduation applications.
- Verify all official transcript requests before leaving the Registrar's Office.
- Certify Social Security, Workforce and Civil Service Benefit forms.
- Designate classroom space.
- Attend University meetings, conferences, and conventions.
- Maintain an efficient student record system.
- Maintain a collaborate work environment providing faculty, staff, and administration with pertinent information concerning the Registrar's Office.
- Serve on the Curriculum, Catalog, Enrollment Management, Scholarship and Graduation Committees.

HEAD LIBRARIAN

The Head Librarian reports to the Vice Chancellor for Academic Affairs and is responsible for the daily operations of the Library/Learning Resources Center. He/she determines the selection, acquisition and cataloging of books and non-book material. The Head Librarian formulates and administers policies and procedures of procurement and circulation of books, documents, equipment, and other instructional materials to meet the intellectual needs of students, faculty, administration, staff and the community, where appropriate.

The Head Librarian is responsible for the following:

- ሃጐ Preparing reports, surveys, studies and evaluation of library services.
- ሃጐ Making recommendations to the Vice Chancellor for Academic Affairs regarding appointments and promotions of library staff.
- ሃጐ Serving on recommended University committees.

CHAPTER II

COUNCILS, COMMITTEES AND ORGANIZATIONS

The **Administrative Council**: The purpose of this council is to advise the Chancellor on matters concerning the affairs and/or operations of the University. Membership includes those line administrators (who are also known or referred to as the Administrative Staff) who report directly to the Chancellor.

The **Chancellor's Cabinet**: The purpose of this cabinet is to ensure communication among and between staff personnel from various administrative departments. Members deliberate on issues and/or concerns of the University, offer recommendations to administrators and formulate action plans as approved by the Chancellor.

Academic Council: The purpose of this council is to develop academic policies and/or procedures, review and/or deliberate on academic matters, and recommend such to the Chancellor via the Vice Chancellor for Academic Affairs. Membership is as follows: Vice Chancellor for Academic Affairs and Division Chairs.

Standing Academic Committees: The standing academic committees are listed below together with a brief statement of their charges and responsibilities. The term "academic committees" refers to those committees that are appointed by the Chancellor upon recommendations from the Vice Chancellor for Academic Affairs. Other standing committees are listed in the University Catalog. The term of office for all committee members is three years.

A. Honors and Awards Committee

Charge: To recommend all classifications of academic honors and to identify and recommend persons who are to receive these honors, and recognize students maintaining a 3.0-4.0 average each Spring and Fall semesters by organizing a convocation program.

B. University Catalog Committee

Charge: To review, coordinate, change and prepare the University Catalog for publication every two years.

C. Curriculum Committee

Charge: To keep abreast of curriculum and pedagogical trends and to recommend changes and innovations.

D. Discipline Committee

Charge: To hold a hearing of student offenses and make recommendations to the Vice Chancellor for Student Affairs.

E. Self-Study Steering Committee

Charge: To serve as liaison between the University and the Southern Association of Colleges and Schools and to conduct the institutional self-study for SACS accreditation.

F. Academic Appeals Committee

Charge: To hear appeals by students who have been suspended for academic reasons and make recommendations concerning the academic status of such students, and approve and/or deny requests for re-admission of students who are on academic suspension.

G. Commencement Committee

Charge: To design the graduation exercises, execute the activities which support these exercises and prepare and supervise the printing of the commencement program.

H. Promotion and Tenure Committee

Charge: To review the tenure and promotion documents coming from the divisions relative to individual faculty members and to determine the faculty members' eligibility for tenure and promotion and make recommendations to the Vice Chancellor for Academic Affairs.

I. Promotion and Tenure Appeals Committee

Charge: To review appeals denied by the Promotion and Tenure Committee.

J. Library Committee

Charge: To advise the University Librarian/Director of Learning Resource Center on policies governing the operation of the University Library, serve as liaison between the main library and the faculty in seeing that the library serves the needs of the University in regards to the adequacy of the collection and the rendering of appropriate services, review and assess library holdings, services and make recommendations to the Head Librarian.

K. Enrollment Management Committee

Charge: To advise the Registrar and/or Vice Chancellor for Academic Affairs on matters relating to the design and execution of student registration, and study the registration and advisement processes for the improvement of services and make recommendations.

L. Scholarship Committee

Charge: To solicit, receive, and review applications for University scholarships; recommend the scholarship recipients; counsel the recipients during the life of the scholarship; and direct the scholarship programs both public and private.

M. Lyceum Committee

Charge: To coordinate cultural experiences and attractions.

N. Financial Aid Appeals Committee

Charge: To review applications for reinstatement of financial aid for students who have been denied financial aid due to academic reasons or excessive credit hours.

O. Amenities Committee

Charge: To provide relevant support to the Southern University at Shreveport family due to death, sickness or other personal loss.

P. Faculty Handbook Committee

Charge: To review and revise the Faculty Handbook with current policies as they relate to the faculty.

Q. Planning and Assessment Committee

Charge: To formulate short-range and long-range planning documents for the University.

R. Speakers' Bureau Committee

Charge: To coordinate persons for speakers at civic, professional, social and church organizations to achieve maximum exposure.

S. Policy and Procedures Committee

Charge: To review institutional policy and procedure documents to assure they are current.

T. Technology Resource Committee

Charge: To help formulate policies for technology implementation.

U. Athletic Committee

Charge: To assist the Athletic Department in any way they can, and also monitor the department to make sure they are in compliance with the NJCC guidelines.

V. Distance Learning Committee

Charge: To develop policies and procedures related to electronic learning.

W. Continuing Education Committee

Charge: To provide assistance in making sure that quality courses are being offered.

The **Faculty Senate** is the official voice of the faculty in University governance. Recognized by the administration and the Southern University System Board of Supervisors, it is an autonomous unit that serves as an advisory body to the University administration on matters pertaining to faculty welfare, governance, professional growth, freedom, and security. The Senate also promotes and sponsors activities which are of academic and cultural interest to SUSLA.

All full-time faculty members are eligible to seek representation on the Faculty Senate, and all academic persons who teach, counsel, do research, or are librarians, by “virtue of” employment, become members of the faculty body. The elected members comprise the Executive Board which is composed of officers and senators. Senators are elected by the faculty with representation from each academic division.

CHAPTER III

FACULTY ACADEMIC MATTERS

DEFINITION OF FACULTY

Members of the instructional personnel of each department, division or academic unit having the rank of instructor or higher and persons engaged in the library, in artistic, research, counseling, and investigative positions of equal dignity, shall constitute the faculty of the University. The Chancellor of the University, the chief academic officer and other academic officers of the University shall be members of the faculty, full-time or part-time.

ACADEMIC FREEDOM

Academic freedom is the right of members of the academic community to study, discuss, investigate, teach, conduct research, and publish as appropriate to the respective roles and responsibilities freely. Because the common good depends upon the free search for the exposition of truth and understanding, full freedom in research and publication is essential, as is the freedom to discuss scholarly subjects in the classroom. The faculty member, when not officially designated to represent the University, must make it known that he/she is speaking as an individual citizen.

DUTIES AND RESPONSIBILITIES OF FACULTY

Each member of the faculty is expected to be committed to and contribute to the attainment of the mission of Southern University at Shreveport. It is the responsibility of the faculty to participate in the development of educational policy through active and constructive involvement.

The faculty should be so organized that its business may be properly conducted and accomplished through classes, committees, the Senate, councils or other appropriate structures. The faculty should be concerned primarily with academic policies.

All faculty members are expected to adhere to the following guidelines in the conduct of their classes:

1. Provide their students and department chairperson, at the beginning of each term, with explicit instructional methods, objectives, and grading criteria in all classes.
2. Design their instruction and develop their examinations in conformity with stated objectives and in correlation with course descriptions found in the University Catalog.
3. Administer mid-semester and final examinations to all classes.
4. Grade all examinations and papers promptly, have them available for students who desire to inspect and discuss them with their teacher, and retain final examination papers for at least six weeks after the beginning of the next term.
5. Meet their classes regularly and promptly, and in case of an emergency necessitating their missing classes, they are to notify their respective departmental chairperson in time for appropriate arrangements to be made.
6. Announce, post, and hold a suitable number of conference hours (a minimum of 10 hours per week) which are convenient to the students and the teacher.
7. Maintain accurate records of student attendance and explain carefully to the students any specific attendance policies of the University.

Other responsibilities:

All faculty members are expected to fulfill the following responsibilities:

1. Assist with the student advisement and registration. Faculty members who are advisors are expected to be in their offices or specific locations at designated times during registration periods and throughout each term.

2. Execute appropriate leave forms for all planned absences in a timely manner.
3. Continue their academic development. Some ways in which this can be done are as follows:
 - a. Keep abreast of developments in the teaching discipline.
 - b. Attend appropriate professional meetings.
 - c. Continue to pursue advanced degrees. This requirement applies only to those faculty members who do not hold the Ph.D. degree or its equivalent in their discipline.
 - d. Earn professional development workshop credit each academic year (minimum of 10 hours per academic year).

DEFINITION OF NORMAL TEACHING LOAD

During the Fall and Spring semesters, the normal teaching load is fourteen to seventeen credit hours for persons engaged in undergraduate instruction. Exceptions to the above policy will be made individually for persons in those disciplines that produce more contact hours than credit hours, departments of instruction where teaching loads are specified by accrediting agencies, and those instances where the University's mission can best be served by assigning fewer hours.

During Summer sessions, the normal teaching load is nine credit hours. Exceptions to the above policy will be made individually for persons in disciplines that produce more contact hours than credit hours.

An academic departmental chairperson will be credited with three to four semester hours for assuming the duties and responsibilities of chairing a department. The teaching load of a departmental chairperson who supervises ten or more faculty members may be reduced an additional three semester hours. A departmental chairperson and members of the faculty conducting special university-sponsored projects, research and programs or who are performing other special university or university-related assignments and involvements above and beyond normal expectations may be approved for or granted a reduced teaching load by the dean of a

division or school in consultation with the Vice Chancellor for Academic Affairs. The projected duration and nature of the involvement shall figure heavily in such decisions.

A departmental chairperson must teach at least 12 credit hours during the Fall and Spring semesters, and at least six credit hours during the Summer session.

Overload

A full-time member of the faculty is authorized to teach only one course (3 to 4 credit hours), on or off-campus per semester, above what is considered to be a normal full-time teaching load for the concerned faculty member. Persons employed full-time by agencies external to the University and whose services are made available to the University are authorized to teach only one course (3 or 4 credit hours) on or off-campus per semester.

Compensation for teaching an overload, on or off campus, shall be based on the credit hours assigned the course. The amount of compensation shall be the same for all faculty members.

Released Time

Faculty members, including a department chairperson, conducting University-related projects, research, and programs or who are performing other special University-related assignments beyond that which is normally expected may, be granted reduced teaching loads by the Vice Chancellor for Academic Affairs. The decision concerning such released time will be based upon the duration and nature of the concerned projects.

Office Hours

Each term, faculty members are expected to set aside a reasonable number of office hours (minimum of 10 hours) for conferences with students. In case of a conflict in schedule, conferences are to be arranged by appointments. The academic administrative staff is to prescribe the number of hours to be scheduled. The schedule of office hours must be submitted by faculty for approval to the chairperson/dean of the

division or school at the beginning of the term and should be announced to the students in each class.

Class Attendance

Class attendance regulations with respect to students are detailed in the University Catalog and/or documents disseminated to the students and faculty. Such regulations may be updated or changed as required. Notice of any changes will be made for students and faculty. Faculty members should consult their departmental chairperson as needed for specific decisions.

Class Periods

Normally, classes which meet during the regular academic day (8:00 a.m. to 9:00 p.m.) are held for fifty minutes on Mondays, Wednesdays, and Fridays and for seventy-five minutes on Tuesdays and Thursdays. Laboratory and special classes, including evening classes, may follow a different rule. Classes usually begin at the time listed in the printed schedule and end ten minutes before the next class period begins. Teachers are given 10 minutes to vacate classrooms with their classes after the class period ends.

Class Records

Official class rosters are provided by the Office of the Registrar. Faculty members should consider as officially enrolled only those students (1) whose names appear on the official roster or (2) who present a stamped receipt. No student should be permitted to remain in the class without evidence of having registered. If any discrepancies occur, the student should be referred to the Registrar's Office immediately.

Faculty members should record their permanent rolls in roll books. Roll books are available in the Office of Academic Affairs. Roll books should be used to record the students' entire class record and should be submitted to the Office of Academic Affairs at the end of the term. Class attendance shall be taken at each class meeting, and last

date of attendance (LDA) for students should be posted daily.

Examinations

Mid-semester and final examinations are administered in accordance with the University Academic Calendar. Mid-semester and final semester grades are submitted on Banner System. Mid-semester examinations are administered during regular class periods at any time during the designated examination week. The schedule and regulations for the administration of the final examinations are published and distributed by the Registrar's Office. Faculty members are encouraged not to alter the mid-semester or the final examination schedule without the consent of the Vice Chancellor for Academic Affairs.

Grades

Grading System

The University uses a letter system of grading which is outlined as follows: A -- exceptional scholarship; B -- distinctly above average; C -- average quality; D -- barely passing; F -- failure; I -- incomplete; W -- withdrew; and NC -- no credit for developmental education until college grade standards are achieved.

Changing Grades

Any change of grade must be initiated by the instructor on the required form available in the Office of the Registrar. Such changes require the approval of the Division Chairperson and the Vice Chancellor for Academic Affairs before the Registrar will make the change on the student's record. It is the policy of the University that the Vice Chancellor for Academic Affairs approves grade changes only when an error has been made. The appeal process should begin with the department chairperson and proceed through the academic hierarchy to resolution.

Incomplete Grades

The request to assign an "I" grade must be initiated by the teacher with completion of the "I" grade form. If the proper form has not been completed, an "I"

grade is not to be given. A grade of “I” becomes a grade of “F” if not removed by the end of the first six weeks of the following semester if the student is in residence, or within one year if the student is not in residence; otherwise, the grade will revert automatically to an “F” unless the student removes the incomplete grade in absentia. The grade of “I” shall be neutral in the calculation of the cumulative grade point average for retention purposes.

Grade changes from “incomplete” (“I”) to a letter grade must be made within the time limit provision explained above. A grade of “incomplete” may be changed by the instructor within the time limit by submitting the proper “Change of Grade Form” and filing the form to the Office of Academic Affairs.

Auditing Courses

Students who are enrolled in classes as auditors will present to the teacher the usual receipt stamped “Audit” by the Registrar. The teacher will then permit the student to attend class and will assign the designation “AU” on the grade report.

Check-Out Procedures

At the end of each contractual period (the academic year or summer school) and at any terminal point, each faculty member must submit a complete check-out form to the Office of Academic Affairs.

Commencement Ceremonies

All faculty members are required to participate in formal academic programs (commencement ceremony, convocations, etc.) with the appropriate attire (conventional or academic regalia).

University Assembly

All faculty members are required to participate in all university activities held on the Faculty Reporting Day for each semester.

Redress to Grievances

Every University System faculty member shall have the right to seek redress to

grievances in personnel decisions, including but not limited to the denial of tenure and non-reappointment considered to be unfair, discriminatory or violative of academic freedom.

Sexual Harassment

Sexual harassment is prohibited at Southern University at Shreveport. Any employee or student will be subject to disciplinary action if found to be in violation of the policy.

Policy About On-Line Classes

Faculty members will be limited to teaching two (2) on-line courses each semester, and one (1) on-line course during each summer session. Courses requiring laboratory experiments or personal performances will not be offered on-line.

Having begun in Spring 2006, all instructors planning to teach an on-line course must complete the Certification required by the University before offering the course.

Faculty Reporting to Work

Instructors who are absent should call the Division Secretary, Division Chair or the Secretary of the Vice Chancellor for Academic Affairs prior to the class meeting so that arrangements can be made for the class. After an absence, the proper paperwork should be completed. Prior to a planned absence, the Faculty Absence Request Form, indicating how classes will be handled, should be completed.

Recordkeeping

All instructors/faculty should maintain accurate grade books. Roll books or evidence of record keeping should be turned in each semester to the Office of Academic Affairs immediately after grades are reported.

Faculty leaving the employment of the University should turn in to the Department or Division Chair copies of final examinations, roll books, or any materials that might be

needed in case of an appeal of a grade in the faculty member's course. Division Chairs will turn in information to the Office of Academic Affairs.

Final Examinations

Faculty members should follow the Final Examination schedule that is published. Final exams are **required**. Exceptions to the requirement may be made only upon the approval of the Department Chair, Division Chair, and the Office of Academic Affairs.

CHAPTER IV

OTHER ACADEMIC MATTERS

Definition of a Full-time Student

The minimum number of semester credit hours for which a student may enroll and be considered as a full-time student is fifteen (15). For financial aid purposes, a full-time student is one who is enrolled for at least twelve (12) semester credit hours. Any student enrolled in six (6) or more credit hours during any summer session is considered to have full-time status.

Maximum Course Load

No student will be allowed to enroll in more than 18 semester credit hours during the Spring or Fall Semester without permission of the Division Chair/Dean and the Vice Chancellor for Academic Affairs. The maximum number of credit hours that will be allowed is 21. During the Summer Sessions, fifteen (15) credit hours will be the maximum that may be earned in any combination of sessions.

Awarding of a Degree Posthumously

SUSLA will award the Associate degree posthumously to a student who has completed all graduation requirements or to a student who meets all of the following requirements:

- ◆ The student must be registered for classes at the time of death.
- ◆ Enrolled courses must be those which, if completed, would have fulfilled graduation requirements.
- ◆ The student must have a grade point average at the time of death which meets SUSLA's graduation requirements.

Credits Over 10 Years

Only general education courses over 10 years will be accepted and applied toward degree requirements provided that the student has already earned a degree..

Service Learning

Students who complete an internship or clinical practicum will not be required to register for a separate service learning course. Interning and clinical practice are some of the principal concepts of service learning.

Cross-Enrollment Program with LSU-S

With the appropriate approval, a full-time student at SUSLA may register for one course at Louisiana State University at Shreveport without payment of additional fees. The combination of cross-enrolled hours plus on-campus hours may not exceed 21 semester credit hours, with the approval of the Division Chair/Dean and the Vice Chancellor for Academic Affairs. Additional information may be obtained from the Registrar's Office.

Resident Credit Requirements

The University requires that each student seeking an associate degree must earn at least thirty (30) semester hours of credit as a resident attending Southern University at Shreveport during the Spring or Fall semester. Since the number of residency credit hours may be different for certain academic programs, students are required to consult with their academic advisors to develop a degree plan during the first semester of enrollment.

Concurrent Degrees/Dual Degrees

To qualify for a second degree or certificate, regardless of whether the first was granted by Southern University at Shreveport or another institution, the student must earn an additional 15 credit hours for a second associate degree and 9 credit hours in a certificate program. These credits must be presented for approval by the appropriate Division Chair/Dean. These additional credit hours will not include any semester hours counted in fulfilling any previous degree requirements or courses that have already been taken. The student must also fulfill all academic major requirements. General education requirements are the only courses that can be used again toward fulfilling the

second degree. In degree programs where there are several possible concentrations, a different concentration is not considered a second degree. For example, more than one general studies degree will not be awarded even when a different area of concentration has been completed; nor will more than one certificate be awarded even though courses from a second option are completed. The 15 or 9 hours of an approved curriculum for a second degree must be taken in residence at Southern University at Shreveport in five years of the time of graduation.

Awarding of Credits

Southern University at Shreveport uses the semester system and awards student academic credit in hours that meet the requirements of the Louisiana Board of Regents. The general policy for determining the amount of credit for courses is based on student contact hours during a 15-week semester (not counting final exam week). This is a standard system that is used throughout the United States by institutions on the semester system. A one credit hour course requires at least 15 hours of lecture contact during the semester, and a three-credit hour course requires not less than 36 contact hours of instruction. A four-credit hour course would require more contact hours.

With the growth in recent years in distance education and the introduction of technology in delivering instruction, the nature of contact hours has changed and requires greater flexibility. All classes must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for a “traditional” three-semester hour lecture class.

Courses at the 100 level are considered to be courses for freshmen and courses at the 200 level are considered to be courses for sophomores. Courses that begin with 0 are considered to be developmental courses.

CHAPTER V
FACULTY PERSONNEL MATTERS
POLICY FOR APPOINTMENT OF FACULTY

Types of Appointment

Temporary Appointment

A temporary appointment is normally made to fill a vacancy caused by the absence of regular faculty members who are on leave. Such an appointment is for a specified period of time and does not allow for tenure. Teachers who substitute in emergencies, artists-in-residence, or persons from the professions, business or industry who teach a limited number of courses for a limited time are on temporary appointment.

Probationary Appointment

A probationary appointment is usually for one academic year as indicated on the contractual statement, subject to renewal. Such appointments usually lead to consideration for tenure.

Adjunct/Part-Time Faculty

In an effort to maintain exemplary delivery of instruction, Southern University at Shreveport frequently employs individuals on a part-time basis. The institution herein sets forth its policies regarding the appointment, functions, and operations of part-time faculty members. To qualify for appointment to an entry-level part-time faculty position, a candidate should have academic or professional experience comparable with that required for appointment to the full-time rank of instructor. Department heads in the respective disciplines are responsible for orientation, supervision and evaluation of all part-time faculty. Academically, a candidate teaching in the core-curricular requirements should have a Master's degree in the discipline, or a Master's degree with eighteen graduate hours in the area of concentration. A candidate teaching in paraprofessional or occupational fields should hold the Bachelor's degree or substantial work experience

in the particular field. The candidate should have an employment history relevant to his or her teaching field and of sufficient duration to satisfy the requirements of the course(s) being taught.

Tenure Appointment

Tenured appointments are for an indefinite period of time. Tenure is not a guarantee of lifetime employment. It assures that the employee will not be dismissed without adequate justification and without due process.

Summer Appointment

Summer appointment is not automatic and is considered separate from the regular contract for the “academic year.” Because of reduced enrollments during the summer term, the University cannot make supplementary summer appointments to all faculty members. Such appointments are determined on an individual basis through the department, in cooperation with the appropriate academic officer (the Director of Summer School) and through the Vice Chancellor for Academic Affairs. Recommendations for summer appointments must be approved by the Chancellor, the President of the Southern University System and the Board of Supervisors. The availability of funds, demand for courses, professional experience, and qualifications are significant considerations in summer appointments. Compensation for teaching a full load (six to nine hours) during Summer School will normally be the amount designated by the Institution for a three-credit hour course unless otherwise approved through the appropriate channels. Summer compensation is in the amount of \$1,925 per three credit hours.

PROCEDURES FOR APPOINTMENT

Faculty

Requests for new positions or for filling vacancies shall be made in writing by the chairperson of the department concerned to the Chancellor through appropriate administrative channels, i.e., the Chairperson of the Division and the Vice Chancellor for

Academic Affairs. Such requests shall indicate desired rank, salary (or salary range) and the effective date of the proposed appointment.

Filling a Position

Once the filling of a vacancy or the adding of a new position is authorized by the System President, these procedures shall be followed.

1. The department shall prepare a description of the position, including the qualifications a candidate should possess and the duties of the prospective appointee.

2. Information about the position, including the description, should be circulated on campus and sent to other institutions where interested qualified candidates are likely to be located and the position should be publicized through various media.

3. Applications and nominations for the position shall be received by the chairperson or head of the department, who shall review and evaluate them with the department faculty. Opportunities for interviews with candidates shall be arranged as deemed desirable.

4. On the basis of its review and evaluation, the department, through its chairperson, shall make its written recommendation for appointment to the division chairperson.

5. The division chairperson after examining credentials and assessments, and conferring with the departmental chairperson, shall communicate in writing his/her recommendations of the person for filling the position to the Vice Chancellor for Academic Affairs of the campus. Provided the recommendation receives approval at this level, it shall be sent to the Chancellor for action. If the Chancellor approves the recommendation, he/she or his/her designee shall make the appointment, subject to the approval of the President and of the Board. Upon the approval of the Board, the President shall issue a contract or contractual letter to the appointee setting forth the terms of the appointment – effective date, rank, salary, and tenure status.

6. At all points in the administrative review, the request shall be acted upon and moved along in a timely and expeditious manner. Reasonable explanation for any delay or disapproval shall be communicated to the next higher administrative level and to all persons having heretofore acted upon the request.

7. All faculty appointments shall be made in accordance with the provisions of Article VIII and pertinent provisions of Chapter II or Part III of the Bylaws and Regulations of the Board of Supervisors.

8. All initial appointees shall be provided a copy of the faculty handbook and

any specific guidelines for departments or schools outlined where they differ from general University policy.

Chairperson of an Academic Department

1. Primary responsibility for initiating action toward the selection of the chairperson of an academic department shall rest with the division chairperson.

2. It shall be his/her responsibility to consult with the faculty of the department concerned on the filling of the position. When in the judgment of the department and the division chairperson, it is desirable to consider for the position persons outside the University, then a search committee shall be named by the division chairperson from among the departmental faculty.

3. With the advice of the departmental faculty, the division chairperson shall make a recommendation in writing through the chief academic officer of the campus to the Chancellor, who in turn shall present his/her recommendation to the President for his/her action and recommendation to the Board of Supervisors.

4. Upon the approval of the Board, the President shall issue a contract or contractual letter to the appointee setting forth the terms of the appointment – effective date, rank, salary, and tenure status.

5. Every three years, the chairperson's performance shall be evaluated by the departmental tenured faculty, who shall make recommendations as to whether to maintain the individual in the position.

Division Chairperson

1. While persons in the University will be given consideration for vacancies in any of these positions, persons outside the University should also be considered.

2. A description of the vacant position, setting forth its duties and responsibilities, shall be prepared by the Vice Chancellor for Academic Affairs in consultation with the Chancellor. Notice of the vacancy and the description of the position shall be appropriately publicized as approved by the System President.

3. The Vice Chancellor for Academic Affairs shall forward a recommendation to the Chancellor. The Chancellor shall make his/her recommendation in writing to the President, who in turn, if approves, shall present it to the Board for its action.

4. When the Board has approved the appointment, the Chancellor shall give the appointee written notification of appointment, including such details as effective date, salary, period of appointment (specified term of continuing).

ELIGIBILITY REQUIREMENTS FOR PROMOTION AND/OR TENURE

Professional Preparation for Promotion

The preferred minimum educational and professional credentials for teaching at SUSLA is a Master's degree in the discipline or a Master's degree with 18 hours in the teaching discipline.

ACADEMIC PROMOTIONS

Promotion from one academic rank to the next shall be based on merit in accordance with established criteria and with the interest of the University being served maximally by such action. Possession of specified degrees and time spent in a specific rank, while considered as factors in determining merit, shall not alone constitute justification for promotion in rank. Religion, race, sex, or age shall not be factors in the evaluation of an applicant for promotion.

Levels of Review

Each promotion and/or tenure applicant shall be evaluated and/or reviewed by the appointed committees and officials listed on the following pages. In case of a negative recommendation at any level of the review process, a statement setting forth the reason(s) for disapproval must be attached to the application, and transmitted to the next level of authority. The applicant should receive written notice of the outcome at each evaluation phase. In addition, the applicant shall be provided the opportunity to submit a written response to a negative evaluation at a phase which shall be taken into consideration at the next level of review. The Committee, based on its evaluation, shall assign points to each of the categories listed in the criteria for each of the applicants, and the total points accumulated shall be recorded on the appropriate form. The committee does not recommend for or against promotion and/or tenure, but merely determines eligibility for same. In the event that any committee determines that an applicant is not eligible for promotion and/or tenure, based on established criteria, the

next level of authority and applicant shall be informed and provided reasons thereof. The application will be withdrawn from further consideration. If any member of the faculty has been denied promotion and/or tenure, he/she shall be afforded a review through the Promotion and Tenure Appeals Committee.

1. Department Promotion and Tenure Committee's Review
 - a. Each promotion and/or tenure applicant shall submit his/her application to the department chairperson by October 1st of each academic year.
 - b. Upon receipt of promotion and/or tenure applications, the department chairperson shall convene the Department Promotion and Tenure Committee who shall evaluate the candidates' applications. Upon completion of the review, the chair of the Department Promotion and Tenure Committee shall notify the applicants of the results, in writing, and forward its written recommendations, along with all supporting documents, to the departmental chairperson on or before October 15th of each academic year. Negative recommendations may be appealed to the departmental chairperson by the 10th work day following the receipt of the written notification.
2. Department Chairperson's Review and Evaluation
 - a. The department chairperson shall receive the Department Promotion and Tenure Committee's recommendations and all appeals from promotion and/or tenure applicants. The department chairperson will conduct his/her evaluation, based on review of all supporting documents, of each promotion and/or tenure applicants and make his/her recommendations.

- b. Upon completion of the review, the chairperson shall notify the applicants of the results, in writing. Negative recommendations may be appealed to the Division Promotion and Tenure Committee, via the division chairperson, by the 10th work day following the receipt of the written notification.
 - c. The applications and all supporting documents, together with evaluations and recommendations of the departmental committee and the departmental chairperson, shall then be submitted to the division chairperson of the appropriate division by October 30th of each academic year.
- 3. Division Promotion and Tenure Committee's Review
 - a. The division chair shall forward all recommendations, evaluations and documentation received from the department chairperson and all appeals to the Division Promotion and Tenure Committee.
 - b. The Committee shall examine all appeals and the applications, supporting documents, and evaluations and recommendations of the Department Promotion and Tenure Committee and department chairperson to determine the applicant's eligibility for promotion and/or tenure in accordance with established criteria. Upon completion of the review, the chairperson shall notify the applicants of the results, in writing. The Division Promotion and Tenure Committee's evaluations and recommendations shall then be submitted, by the chair of the Division Promotion and Tenure Committee, by November 15th to the division chairperson. Negative recommendations may be appealed to the division chairperson by the 10th work day following the receipt of the written notification.
- 4. Division Chairperson's Review and Evaluation

The division chairperson shall conduct his/her evaluation of applications and appeals, based on all supporting documents and recommendations from previous levels of review, from promotion and/or tenure applicants. Upon completion of his/her review, the division chairperson shall notify the applicants of the results, in writing. The division chairperson shall submit his/her written recommendations to the dean by December 8th of each academic year. Negative recommendations may be appealed to the dean by the 10th work day of receipt of a written notification.

5. Dean's Review and Evaluation

The dean shall conduct his/her evaluation and render recommendations, based on his/her review of all supporting documents and recommendations from previous levels of review and appeals from promotion and/or tenure applicants. Upon completion of his/her review, the dean shall notify the applicants and the Vice Chancellor for Academic Affairs of the results, in writing, by December 15th. Negative recommendations may be appealed to the Vice Chancellor for Academic Affairs by the 10th work day of receipt of a written notification. The Vice Chancellor shall then transmit all applications for promotion and/or tenure received from the dean to the University's Promotion and Tenure Committee by December 17th.

6. University's Promotion and Tenure Committee Review

The University's Promotion and Tenure Committee shall review all promotion and/or tenure applications, supporting documents, reviews from previous levels, and appeals received from the Vice Chancellor for Academic Affairs. Upon completion of its review, the chair of the committee shall notify the applicants and Vice Chancellor for Academic Affairs of the results, in writing, by January 15th of each academic year.

Negative recommendations may be appealed to the Vice Chancellor for Academic Affairs by the 10th work day of receipt of a written notification.

7. Vice Chancellor for Academic Affairs Review and Evaluation

The Vice Chancellor for Academic Affairs shall assess the appeals, and applications for promotion and/or tenure, supporting documents, evaluations and recommendations from all levels of review received from the University's Promotion and Tenure Committee. The Vice Chancellor for Academic Affairs shall submit his/her recommendations for promotion and/or tenure to the Chancellor of the campus by January 30th of each academic year. The promotion and/or tenure applicants shall also be notified, with copies to the appropriate dean, division chairperson, and department chairperson. Negative recommendations may be appealed to the Chancellor by the 10th work day following the receipt of the written notification.

8. Chancellor's Review and Evaluation

After conducting his/her review of the submitted dossiers, the Chancellor shall then submit recommendations for promotion and/or tenure to the President by February 25th of each academic year and notify the applicants. Negative recommendations may be appealed to the President by the 10th work day of the receipt of the written notification.

9. President's Review and Evaluation

The President shall review the Chancellor's recommendations and submit his/her recommendations for promotion and/or tenure to the Board of Supervisors by March 30th of each academic year. Negative recommendations may be appealed to the Board of Supervisors by the 10th work day of receipt of the written notification. The President, as secretary to the Board of Supervisors, shall communicate to the

appropriate parties the actions of the Board of Supervisors immediately following the meeting on which action was taken, and also the faculty member should be notified of the final decision.

10. The Board of Supervisors' decision shall serve as the final action required in the promotion and/or tenure review process.

Materials in support of application for promotion shall include:

1. Copies of the Chairperson's evaluation of the faculty member for the last three (3) years.
2. Copies of the Vice Chancellor for Academic Affairs' evaluation of Deans for the least three (3) years when Dean is being considered for promotion and/or tenure.
3. Copies of student evaluations of the faculty member for the last three (3) years.
4. Copies of reprints of publications resulting from research, printed materials that substantiate involvement in creative activities, participation in workshops, seminars, and professional organizations.
5. Documentation of honors, awards, recognitions bestowed or received.
6. Any other documents of professional merit that will facilitate a decision on the request for promotion and/or tenure.
7. Faculty Promotion forms can be obtained from the Office of Academic Affairs.

To minimize subjectivity in the evaluation process, evaluators (the departmental chairperson through the University Promotion and Tenure Committee), where applicable, shall assign points in accordance with the guidelines contained in Appendix A, "Faculty Tenure and Promotion: Quantitative Evaluation."

PROMOTION CRITERIA

Promotion from one major rank to the next shall be based on the following

criteria, except for Library faculty (see Appendix B):

1. Teaching excellence
2. Research, publications, and creative activities
3. Professional training and experience
4. Professional activities
5. University service
6. Advisement

While all criteria cited above are important and will be considered when evaluating each faculty member for promotion, it is required that each faculty member must achieve a score of 30 points for teaching excellence. The minimum number of points required for other criteria and complete information on the distribution of points for subcomponents of each criterion are contained in Appendix A.

The following general behavioral patterns are offered as guides to what should be expected of candidates for promotion in meeting the recommended criteria:

1. Teaching Excellence

The effective teacher should demonstrate that he/she:

- a. plans each class session and course.
- b. instructs clearly and fully.
- c. maintains awareness of students' capacities.
- d. utilizes applicable instructional methods.
- e. motivates students not only to master course materials, but to work beyond minimum class requirements.
- f. maintains high standards and applies them fairly.
- g. evaluates student performance justly.
- h. uses evaluations to improve teaching effectiveness.
- i. presents materials in an understandable manner that holds student attention.

- j. respects the rights of students.
 - k. meets classes promptly and regularly.
 - l. maintains class decorum.
- 2. Research, Publications, and Creative Activities
 - 3. Professional Training and Experience

When considered for promotion, the candidate's professional development will be viewed in light of:

- a. experience, either within the University or comparable outside professional experience.
- b. study, including formal coursework as well as such informal study as may be gained by travel and similar experience.
- c. attainment of advanced earned degrees.

4. Professional Activities

Professional activities that reflect favorably on the University should be recognized and may include:

- a. professional involvement in or contributions to the community on a local, state, national, or international level.
- b. participation in seminars, conventions, and conferences.
- c. attendance at professional meetings.
- d. active membership in professional organizations.

5. University Service

Service to the University community is a contribution made at the departmental, division or institutional level and may include:

- a. sponsorship of campus organizations
- b. committee membership

- c. development and implementation of new and revised curricular programs.
- d. acting as consultant for or participating in the programs of University areas outside the faculty member's assigned responsibility.

6. Advisement

Advisement is taken to include academic and professional consultation given students as manifested in the following ways:

- a. demonstrates knowledge of available academic programs.
- b. is readily available to students.
- c. demonstrates timely knowledge of professional and graduate opportunities.
- d. shows concern for student's development and welfare.
- e. makes available his experience and maturity.

Experience and Training Requirements

Instructor to Assistant Professor

Recommendation for appointment will be made only after three years of service have been completed in the University at the rank of Instructor. It is expected that an Instructor who is recommended for appointment would be holder of a minimum of the master's degree or its equivalent.

Assistant Professor to Associate Professor

Recommendation for promotion will be made only after three years of service have been completed in the University at the rank of Assistant Professor. It is expected that an Assistant Professor considered for promotion would be the holder of a minimum of the master's degree or its equivalent and possesses exceptional credentials.

Associate Professor to Professor

Recommendation for promotion will be made only after three years of service have been completed in the University at the rank of Associate Professor. It is expected that an Associate Professor considered for promotion would be the holder of the terminal degree or its equivalent in his/her discipline.

ACADEMIC TENURE

The traditional protection afforded by tenure against unwarranted dismissal of teachers has validity. Tenure is not, nor should be, a shield for mediocrity, incompetence, or academic irresponsibility. Tenure must be earned, not given. The University subscribes to the principles of tenure for academic staff as set forth in the following statement of the American Association of University Professor.

“Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.”

The following provisions for tenure, which are in accord with those adopted by the Board of Regents, shall be observed:

- A. The Board of Supervisors has the ultimate responsibility for employing academic personnel and for awarding or denying tenure to academic personnel. 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.
- B. Indeterminate tenure shall be earned by full-time academic personnel with respect to academic rank only.
 - 1 Administrators shall not earn tenure, except in their capacity as members of the faculty.

2. Faculty members at the rank of instructor shall be on annual appointment and shall not be eligible for tenure.
 3. Assistant professors, or the equivalent, shall be eligible for tenure after serving the established probationary period. (See C)
 4. Faculty members initially employed at the rank of associate professor or equivalent shall serve a probationary period of three years.
 5. Faculty members initially employed at the rank of professor or equivalent shall serve a probationary period of two years.
 6. Faculty members appointed to the rank of professor or associate professor, while being paid from a grant or contract for services, may be granted limited tenure, not exceeding the duration of the grant or contract.
 7. Faculty members appointed to a probationary rank after serving a minimum of five years of continuous service in a non-probationary, full-time rank at Southern University, shall be eligible for tenure after serving a probationary period of at least two years, but not more than four years.
- C. 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, service at all ranks shall be included, subject to Paragraph B.7. of this Section. Leaves approved by the Board may be included in individual cases at the discretion of the Board.
1. At the end of the first 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 faculty member shall be evaluated and the results provided to that individual. In the event tenure is to be denied to an assistant professor, twelve (12) 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 shall be given for prior service within the Southern University System. Credit may be given for prior service at other institutions at the discretion of the Board.

4. Recommendations of those who are to be considered for tenure shall originate in the various academic departments, with tenured faculty and department chairmen initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board.
- D. Tenured faculty members shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency or discontinuance of their program or department. Tenured faculty who face termination or who have been terminated due to program or departmental discontinuance, should be given preference among the field of candidates for appointment to other faculty positions for which they are appropriately qualified, all other factors being equal.
- In instances of financial exigency, tenured faculty members shall be governed by the existing policies for prioritizing employees during retrenchment.
- E. The provisions of this policy shall not be retroactive.
1. All persons holding tenure on the effective date of this policy shall retain their tenure.
 2. This policy shall in no way affect any rights acquired by any person employed by Southern University prior to the effective date of this policy.
- F. Faculty members not recommended for tenure shall have a right to appeal through the Promotion and Tenure Appeals Committee.
- G. Within ninety (90) days of the effective date of this policy, each tenured faculty member in each affected institution shall be notified of his/her tenured status. Within the same period, each non-tenured faculty member shall be informed of his/her non-tenured status and shall be informed of existing tenure policy affecting him/her.

PROCEDURES FOR RECOMMENDING ACADEMIC TENURE FOR FACULTY MEMBERS

Tenure Evaluation

In the critical year of his/her appointment, each probationary faculty member's evaluation shall be initiated within his/her department to determine if the faculty member

is eligible for tenure. In the event tenure is denied to a faculty member, appropriate written notice shall be given and the faculty member's appointment will terminate on the last work day of the subsequent academic year. Written notice of denial of tenure should be issued by the end of the academic year in which the application was made. All faculty members whose initial employment is in the Southern University and A & M College System takes place after June 20, 1976, must serve a probationary period before they can be evaluated for tenure. The probationary period for each academic rank is listed as

follows:

1. **Assistant Professor** - At this level the faculty members must serve five consecutive years, the evaluation will take place during the sixth year. At the end of the sixth year, if tenure is to be denied, twelve months written notice of termination will be given. In the event tenured is to be awarded, the faculty member must be informed in writing.
2. **Associate Professor** - Faculty members initially employed at the rank of Associate Professor shall serve three consecutive years; the evaluation for tenure will take place during the fourth year. At the end of the fourth year, if tenure is to be denied, twelve months written notice will be given. In the event tenured is to be awarded, the faculty member must be informed in writing.
3. **Professor** - Persons employed as full professor shall serve two years within the Southern University System; the evaluation will take place during the third year. At the end of the third year, if tenure is to be denied, twelve months written notice of termination will be given. In the event tenure is to be awarded, the faculty member will be informed in writing.

If any member of the faculty has been denied tenure, that faculty member shall be afforded a review through established University grievance procedures. A faculty member shall not be granted an additional twelve months' notice in the event his/her appeal is unsuccessful.

The following materials in support of recommendation for tenure shall include:

- a. A completed evaluation form from the chairperson analyzing the work of

the faculty member in detail, designating and documenting the areas of competence and excellence which support the recommendation for tenure.

- b. Copies of the faculty member's completed self-evaluation report and supporting documents such as publications, presentation, and exhibits.
- c. A summary of the past years' student evaluations of faculty member.
- d. Completed evaluation forms from other tenured members of the faculty regarding the faculty member's performance.

Criteria for Tenure

In the interest of maintaining a strong faculty, serious consideration is given to candidates as it pertains to the following:

- 1. teaching excellence
- 2. personal professional development
- 3. research, publications, and creative activities
- 4. university services
- 5. professional activities
- 6. advisement

While all criteria cited above are important and will be considered when evaluating each faculty member for tenure, it is required that each faculty member must achieve a score of 30 points for teaching excellence.

Additionally, candidates for tenure must achieve a score of 10 points for the criterion entitled research, publications, and creative activities as determined by the publication of books, articles in learned journals and/or significant creative production as judged by a panel of peers in the disciplines being of exceptional quality. The remaining points may be derived from any combination points resulting from documented achievements as a result of involvement with the other subcomponents contained under

the criteria.

Recommendations of those to be considered for tenure shall originate in the various structural units (departments) with tenured faculty and unit heads initiating the recommendations. The deadlines for submitting tenure applications are the same as those for promotion. The head of the structural unit shall transmit recommendations to the division chairperson for study and recommendations. The division chairperson directs his/her recommendations to the chief academic officer who in turn will transmit the same to the University Promotion and Tenure Committee or its equivalent for review and advice.

The committee shall submit its evaluations together with all documents provided it earlier to the chief academic officer. The chief academic officer shall make an assessment of the application, the supporting documents, the evaluations and recommendations of the department chairperson, division chairperson, dean, and the evaluations of the University Promotion and Tenure Committee. The Vice Chancellor for Academic Affairs shall forward his/her evaluations and recommendations to the Chancellor. The Chancellor shall then make his/her evaluation and submit recommendations to the President.

The President shall make evaluations and submit recommendations for tenure to the Board of Supervisors. The President shall communicate to the appropriate parties the actions of the Board of Supervisors by the end of the academic year in which the application was made, provided Board action has been finalized.

Composition of Committees

Serving on any committee is a faculty responsibility. Permission not to serve on a committee may be granted by the Vice Chancellor for Academic Affairs upon presentation of extraordinary circumstances that would warrant an exception to this

policy. To be eligible to serve on the Committee, a faculty member must meet the following criteria:

1. Department Promotion and Tenure Committee
 - a. The Department Promotion and Tenure Committee shall be composed of all the tenured faculty from the department who do not serve on the Division Promotion and Tenure Committee. For small departments with insufficient tenured faculty to serve, tenured faculty members shall be drawn from other departments within the division of origin of the applicant.
 - b. Be employed as a full-time faculty member in the division (not limited appointment); have been employed full-time at least three years.
 - c. Hold the rank of Assistant Professor or higher.
 - d. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.
 - e. All members of the Department Promotion and Tenure Committee will be required to attend an in-service workshop on the process for evaluation of promotion and tenure applications.
 - f. The Department Chair will call the first meeting of his/her Department Promotion and Tenure Committee. At the first meeting, the chair of the Department Promotion and Tenure Committee will be elected.
- 2, Division Promotion and Tenure Committee
 - a. The Division Promotion and Tenure Committee will be composed of the Division Chair and four ranking faculty members. The Division Chair will have an ex-officio (non-voting) role, will be present during committee meetings, and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of the policy. If the Division Chair is a candidate for promotion, he/she shall appoint a senior member of the division to serve in this position. The minimum committee composition will be the Division Chair and three faculty members. If three ranking faculty members are not available, a non-qualifying assistant professor or instructor may serve, or a ranking faculty member may be selected from another division.

- b. Be employed as a full-time faculty member in the division (not limited appointment); have been employed full-time at least three years.
- c. Hold the rank of Assistant Professor or higher.
- d. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.
- e. A minimum of five committee members shall be elected at the start of each academic year from the ranks of the tenured faculty members within the division and two shall be appointed by the Faculty Senate. Each academic department in the division must have, at least, one representative on the committee, unless there is no tenured faculty member within a department. Such departments shall not have any representative on the Division Promotion and Tenure Committee.
- f. After Verification of Eligibility for the Promotion and Tenure Committee forms have been approved, four names of faculty members eligible to serve on the Division Promotion Committee will be drawn, by lot, by a representative of the Faculty Senate in the presence of the Division Chair and one faculty member in that division.
- g. All members of the Division Promotion and Tenure Committee will be required to attend an in-service workshop on the process for evaluation of promotion and tenure applications.
- h. The Division Chair will call the first meeting of his/her Division Promotion Committee. At the first meeting, the chair of the Division Promotion Committee will be elected.

3. University Promotion and Tenure Committee

The Vice Chancellor for Academic Affairs shall appoint the members of the University Promotion and Tenure Committee.

4. Promotion and Tenure Appeals Committee

The members of the Promotion and Tenure Appeals Committee will be appointed by the Vice Chancellor for Academic Affairs, and will be tenured, full professors (if available) who have not served on any other Promotion and Tenure Committee during the academic year. The committee should consist of at least three (3) members.

An applicant who disagrees with the points awarded him/her by the University Promotion and Tenure Committee may make an appeal to the Promotion and Tenure Appeals Committee through the Vice Chancellor for Academic Affairs. A formal letter must be submitted by the posted deadline if an applicant wishes to appeal. The letter will be addressed to the Promotion and Tenure Appeals Committee and submitted to the Vice Chancellor for Academic Affairs. The letter must list the exact items being appealed. The Vice Chancellor for Academic Affairs will call a meeting of the Promotion Appeals Committee prior to the committee's reviewing of appellant applications. The committee will examine all information that it deems relevant and decide whether to (1) uphold the decision of the Promotion and Tenure Committee, or (2) reconsider the decision of that committee and determine if additional points should be granted. Based on its decision, the Promotion Appeals Committee may recalculate the points. The applicant, the University Promotion and Tenure Committee Chair, and the Vice Chancellor for Academic Affairs will be notified, in writing, of the committee's decision, with an explanation of any changes made by the Promotion and Tenure Appeals Committee.

POST-TENURE REVIEW POLICY

Each tenured faculty member will be reviewed every five (5) years. In the Fall of 2009, one tenured faculty member from each division will be reviewed. The first to be reviewed are full professors – starting with the longest tenured. If there are no full professors at the divisional levels, then the next level will be the associate level, starting with the longest tenured. This process will continue until all at the rank have undergone review.

The next level of review will be the assistant professor level, starting with the longest tenured until all at that rank have undergone review.

Committee Selection Policy

The Post-Tenure Review Committee shall consist of three (3) tenured faculty members who hold rank equal to or greater than the faculty member being reviewed.

The faculty member under review will compile a document that consist of the following:

1. Curriculum vita
2. Peer evaluation for the past five years
3. Copies of recent annual reviews
4. Scholarly and professional activities
5. Evidence of community services

If a faculty member is being considered for a promotion during the time of post-tenure review, the promotion review will take the place of the five-year review. After the review and evaluation by the committee, the Vice Chancellor for Academic Affairs will meet with the faculty member and review the files. The Vice Chancellor for Academic Affairs will communicate the decision, in writing, to the Chancellor. The Chancellor shall review the files of the faculty member and decisions of the committee and Vice Chancellor for Academic Affairs, and make a final decision regarding the evaluation of the faculty member.

If a faculty member appeals the decision, the Chancellor shall appoint an appeals committee to hear the complaint. The Chancellor shall make the final decision regarding the appeal.

EDUCATIONAL INCREMENTS

1. 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/her major field, after having completed the requirements for the

master's degree, shall be paid \$400 above the salary to which he/she is entitled by his/her rank and his/her current salary, and for two years (forty-eight semester hours) he/she shall be paid \$800.

2. A person who has earned the doctor's degree shall be paid \$1,500 (i.e., \$700 above the maximum amount provided for in Paragraph 1) above the salary to which he/she is entitled by his/her rank and current salary.
3. The holder of the doctor's degree who is granted a leave of absence to pursue post-doctoral studies and/or research, and during which period he/she did not receive financial support from the University, shall be eligible for a merit salary increase of \$500.
4. An individual's salary may not be increased above the maximum for his/her rank except as required by the implementation of Paragraph 1, 2, 3 and University-wide cost of living increases.
5. Requests for educational increments and/or merit salary increases must be supported by official transcripts and/or official verification of research involvement.

TERMINATION OF EMPLOYMENT

Termination of faculty employment may result from cause, financial exigency, discontinuance of a program or department of instruction, medical reasons, resignation, retirement, or contingent matters directly related to those enumerated.

Cause

Causes for discharge or termination of contract shall include those specified by laws governing State University Systems and conduct seriously prejudicial to the University, conviction for a felony or unethical and immoral behavior, neglect of duty, incompetence, failure to perform duties in a professional manner, or failure to continue professional development.

When a complaint is lodged against a tenured faculty member which could lead to termination for cause, within ten (10) days after the alleged action shall become known to the Chancellor who shall cause to be established a panel of peers to conduct an investigation of the complaint.

The investigatory panel shall be comprised of nine (9) members of which two (2) shall be appointed by the Chief Academic Officer of the campus, two (2) by the Faculty Senate or its equivalent, two (2) by the accused, two (2) by the Chancellor of the campus, and one (1) elected by the Academic Affairs Council or its equivalent from its membership. The presiding officer with the panel shall be designated by the Chief Academic Officer with the approval of the Chancellor of the concerned campus, and shall be entitled to a vote. Should any one or several of the above fail to refuse to appoint the required representatives to the panel, the appointments shall be made by the President as he/she deems advisable. All votes of the panel members on each motion or issue shall be recorded and submitted as a part of the panel's report.

The panel shall report its findings and recommendations to the accused faculty member and to the Chief Academic Officer of the campus, who shall study the report, formulate his/her recommendations and transmit the report of the panel along with his/her recommendations to the Chancellor within five (5) days of receipt of the report of the panel. The Chief Academic Officer shall also transmit his/her recommendations to the accused at the same time. The Chancellor shall, within ten (10) days of receipt, review the record and the report transmitted by the Chief Academic Officer, formulate recommendations, and submit them to the President. The Chancellor shall transmit recommendations to the accused faculty member at the same time.

The President shall review the entire record, and shall within five (5) days make whatever disposition is warranted by the evidence, and he/she shall report his/her findings and actions, in writing, to the concerned party and the Southern University Board of Supervisors.

If the charge is of such magnitude as to affect adversely the University's image, the safety of its students or personnel and/or of such magnitude as warrants immediate removal from the premises and/or immediate action by the University, either the Chancellor or the President may immediately suspend such person with pay and without prejudice pending the procedures outlined herein.

The charged person may be suspended, terminated, placed on probation, or subjected to any other such disciplinary action as may be deemed necessary by the President.

In the event of termination, the charged party shall have the right to appeal to the Southern University Board of Supervisors, within ten (10) days from his/her receipt of the President's action for a hearing before the Southern University Board of Supervisors, which shall be public or private at his/her option. The failure to affect a timely appeal as provided herein shall cause the President's action to become final and complete and the accused shall not be entitled to any other administrative redress.

In the event that the appeal is timely lodged, the accused shall be entitled to full pay pending the appeal to the Board, and until final action is taken by the Southern University Board of Supervisors.

When the action taken by the President is other than termination, the accused may appeal to the Board of Supervisors within ten (10) days of receipt of the President's action, and the failure to do an appeal shall cause the President's action to be final and complete without further administrative recourse. However, if the President's action is suspension without pay and the appeal is timely made, the accused shall be paid during the appeal.

Financial Exigency or Discontinuance of Program

Termination of faculty, both tenured and non-tenured, may result from demonstrable financial misfortune of the University or from the discontinuance of a program or department of instruction.

Before tenured faculty may be terminated, a review of all non-tenured positions where tenured faculty may be hired should be made, and a full search implemented to utilize tenured faculty in other areas of instruction. Retention preference of faculty should be in accord with the length of service at the University and the specific competencies and skills required to maintain a viable program of instruction.

Medical Reasons

Termination of faculty, both tenured and non-tenured, occur for medical reasons when there is evidence of a permanent disability that will preclude the faculty member from performance of duties at any time in the future.

Notification of Termination

Non-tenured. Written notice of termination of a non-tenured faculty member will normally be provided in accordance with the following schedule:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of the year, or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years' service.

The University's failure to comply with the suggested time schedule shall not be construed as evident of intent on the part of the University to reappoint.

Tenured. Written notice of termination of a tenured faculty member shall be at least twelve months before the expiration of an appointment.

Termination of tenured faculty based on financial exigency discontinuance of a program, or department of instruction, or medical reasons shall be reviewed by a

Committee of tenured faculty before a course of action is decided.

Recommendations developed by the Committee shall be transmitted through appropriate channels to the Board of Supervisors. Tenured faculty may appeal to the Board of Supervisors which shall be the final authority. The Committee of tenured faculty shall be appointed by the Chief Academic Officer. Additionally, appropriate University officials may make themselves available to the Committee for the purpose of responding to questions and concerns which facilitate the structuring and comprehension of recommendations.

Resignation

1. Except by agreement with the institution, a faculty member should not leave or be solicited to leave his/her position during an academic year for which he/she has accepted an appointment.
2. A faculty member should not resign in order to accept other employment until the end of the academic year, later than May 15 or 30 days after receiving notification of terms of his/her continued employment the following year, whichever date occurs later. Emergencies occur. A request to waive this requirement in such cases is in order.
3. Negotiations for appointments for the following Fall should be completed as early as possible in the academic year. It is recommended that the faculty member who has been approached with regard to another position inform the appropriate officers when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should be followed by prompt notice to his/her institution

RETIREMENT

Retirement Requirements and Benefit Formulas

Normal retirement is at age sixty (60) with ten (10) years of service, or with

twenty (20) years of service regardless of age. The basic formula, except in the three categories listed below for annual retirement benefit is 2% times years of creditable service (including unused accumulated sick leave) times the average salary of the three highest consecutive years, plus \$300. The choice of any option plan reduces the retirement benefits.

1. The formula for annual maximum retirement benefits for persons with twenty (20) years of service, excluding military service time and who are at least sixty-five (65) years of age, is 2 1/2% times years of creditable service.
2. The formula for annual maximum retirement benefits for persons with twenty-five (25) years of service and at least fifty-five (55) years of age is 2 1/2% times years of creditable service.
3. The formula for annual maximum retirement benefits for persons with thirty (30) years of service regardless of age is 2 1/2% times years of creditable service.

Disability retirement for total and permanent disability is provided at any age after five (5) years of service credit. The disability allowance usually amounts to approximately 75% of the normal allowance the member would have received had he/she been eligible for service retirement at the time he/she was disabled. To obtain disability retirement, an employee must file application for same, after which a medical examination is required. The results of this medical examination must be approved by the State Medical Board for the Retirement system. Before an employee on disability retirement can return to active service, the same procedure must be followed to determine whether the employee's condition has improved sufficiently. Disability retirement benefits cease when the employee returns to work and becomes an active contributing member to the system again.

Full and detailed information about policies and provisions of the Retirement system may be obtained from the University's Personnel Office or writing to the Teacher's Retirement System of Louisiana (TRSL), P. O. Box 94123, Baton Rouge, Louisiana 70804-9123 or by telephoning (225) 925-6446 in Baton Rouge; and also Louisiana State Employee's Retirement System (LASERS), P. O. Box 44213, Baton Rouge, Louisiana 70804-4213 or by telephoning (225) 922-0600 or 1-800-256-3000.

Plans of Retirement and Optional Plans

Regular Maximum: Provides for the maximum benefits under the formula to be paid to the retiree as long as the member lives. All payments cease at death.

Option 1: An insurance plan, less than regular maximum, provides that should the retiree die before he/she has received in annuity payments a total amount as large as the amount of his accumulated contributions at the time of his/her retirement, the remaining balance shall be paid in a lump sum to the designated beneficiary or estate.

Option 2: Provides for a monthly payment to the beneficiary after the death of the retiree in the same amount as paid to the retiree as long as the beneficiary lives.

Option 3: Provides for a monthly payment to the beneficiary after the death of the retiree of an amount half as large as the retiree had received as long as the beneficiary lives.

Option 4: Provides that the retiree may elect any monthly allowance for the beneficiary that is less than the monthly payment to the retiree under the Option 2 plan which will be paid to the beneficiary in monthly installments at the death of the retiree. These payments will be made to the beneficiary as long as he/she lives.

Options 2, 3 and 4 provide for reduced lesser benefits than the regular maximum

plan.

DROP

The Deferred Retirement Option Plan is an optional program in which TRSL members make a decision to retire but continue to work and draw a salary from an agency or school that reports to TRSL. While they are working, their retirement benefits are deposited in a special DROP account at TRSL.

The accumulated benefits are withdrawn by the member after termination of employment. However, the member may continue to work after DROP.

Extension Beyond Age Seventy

1. Any person requesting retention in the University beyond the age of seventy years shall submit an application in writing prior to April 1 of the year which such person would be retired.
2. All applications for extension must be supported by the agreement and written certification by the President of the institution that, in his/her opinion, the person recommended is: mentally, physically, temperamentally, and morally fit to continue in service and to perform his/her duties satisfactorily for one additional year beyond the age of seventy years, or for one additional year beyond the retirement period previously extended. In addition to providing other pertinent information for continuing the employment. If the party making the certificate knows the facts through his/her own personal knowledge, he/she shall so state. If the recommendation for retention is based upon the recommendation of or information by a Vice Chancellor, division head, department head, or other such person. The Board shall have the right to require such other information or evidence as it deems necessary in each case.
3. All employees at the institution under the jurisdiction of the Board who have reached the age of seventy must take and pass a physical

examination showing that they are physically able to continue working in their present positions without injury to their health. Written results of the examinations shall be made a part of the personnel records in the institution and must be reported to the Board.

4. No person shall be continued in the employment of the University beyond the end of the fiscal year in which that person reaches the age of seventy years, unless the Board finds that such person is mentally, physically, temperamentally, morally fit to perform his/her duties, in which event the Board may, at its direction, extend the employment of such person one year at a time, but not beyond the end of the fiscal year in which such person reaches the age of seventy years. The President shall be directed to abide by the present policy of the Board and shall exercise judgment in each individual request for continuation of employment after the age of seventy for one year for those employees who meet the criteria set forth by the Board; any statements in handbooks or documents that categorically deny any employment after age seventy shall be eliminated.
5. Retirement of non-academic employees shall be compulsory at the attained age of seventy.
6. Retirement of academic employees shall be compulsory at the end of the year, academic or fiscal, in which the age of seventy is attained, provided that extension may be granted on a year-to-year basis to the end of the academic or fiscal year, as appropriate, during which age seventy is attained through 1982. After 1982, the retirement of academic employees shall be compulsory at the attained age of seventy years.

LEAVES OF ABSENCE

In accordance with provisions stated in Executive Orders, public laws, Civil Service regulations and policies adopted by the Board, leaves of absence shall be granted to University personnel in the following categories: academic, annual, sick, maternity, civil, emergency, special, military, funeral, compensatory and leave without pay.

All requests for leaves of absence shall be made, in writing, on the appropriate form in sufficient time to obtain approval prior to the date the leave is to commence. Except when circumstances dictate otherwise, the employee shall obtain authorization before departing on a leave. Failure to obtain authorization prior to leaving may result in the denial or a rebate, if such is involved, and may be cause for disciplinary action.

Procedure for Obtaining Leaves of Absence

Any employee of the Southern University System who anticipates being absent from the campus for any reason for as much as a full day must execute the appropriate form requesting authorization to be absent. Where applicable, the employee shall communicate, in writing, the arrangements made to carry out his/her duties and responsibilities during his/her absence. The specific steps to be taken are as follows:

1. The employee obtains the appropriate form(s) from the office of his/her immediate supervisor and executes the same.
2. The employee submits the executed form(s) to his/her immediate supervisor. The form is transmitted to each level of authority until final approval is obtained. When a request is disapproved, the officer disapproving the request shall communicate in writing the rationale for his/her action to the employee and to the officer at the next level of authority. This process is continued until the request for leave reaches the officer having final authority.
3. The officer having final authority to grant leave shall expeditiously

communicate his/her action to the originator of the request for leave.

4. When the University is expected to provide financial support for a trip associated with a leave request, the applicant must complete and submit a Travel Request (SU Form 615) to appropriate University officials for approval. Support is assured only after it has been determined by the Office of the Comptroller that funds are available in the account to which the charge is made. Prior certification by the Office of the Comptroller is required. The President or the Chancellor, with the concurrence of the President, may elect to approve a Travel Request in the absence of funds in the account to which the charge is made when the interest of the University would best be served in doing so.

Types of University Leave Forms

Requests for leaves of absence from the University may be made on: Application Leave Form (SU 628), Academic Leave of Absence Form (SU-AA-02), Short Term Leave Form (SU-AA-01), and Leave Request Form (SU 615). Application Leave Form (SU 628) is used to request annual leave, sick leave, leave for illness or injury, medical, dental or optical consultation or treatment leave, military leave, civil leave, emergency leave, special leave, leave without pay and other. The Academic Leave of Absence Form (SU-AA-02) is used to request for professional or cultural improvement, rest and recuperation, and independent study or research. Request for one or more of the above may be with pay or without pay. Short Term Leave Form (SU-AA-01) is used to request authorization to be absent to attend professional meetings, to serve on committees, recruitment for the University, and the like. Leave Request Form (SU 615) is used by an employee who is seeking authorization to be absent from the campus and to obtain financial support for a trip associated with the leave.

Compensation during periods of leave shall be in accordance with provisions stated in Executive Order No. 5 (January 1, 1974), Act 241 (1974 Regular Session), and Act 313 (197 Regular Session), Chapter XI of the State Civil Service Rules and Regulations, and Part III, Chapter III of the Bylaws and Regulations of the Southern University Board of Supervisors (October 20, 1978).

Academic Leaves:

1. A faculty member who does not hold the doctorate 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 the one semester immediately following any three (3) or more consecutive fiscal years of such service, provided that absence on such 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. The President may, for sufficient reason, extend this requirement to a faculty member with the approval of the Board of Supervisors.
2. Faculty members at the doctoral level shall enjoy the same privileges as those who do not hold the doctorate, except that such persons may engage in independent study or research. In those cases where the faculty members receive outside compensation for such study or research, then they are not eligible for leave with pay under this policy. No faculty member with less than a doctor's degree shall be entitled to a leave with pay in order to engage in independent study or research.
3. Every application shall specify: (a) the period for which leave is requested, (b) whether leave is requested for the purpose of professional

or cultural action, (c) the precise manner, insofar as possible, in which such leave, if granted, will be spent, (d) the semester spent in active service in the college from which leave is requested, and (e) a statement over the signature of the applicant, that he or she agrees to comply with the provisions of the 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.

4. Any applicant who, at the expiration of the semester in which he or she applies, shall be ineligible for the leave requested or who has not complied with the provision listed above, shall have his or her application rejected, but all other applicants may have their applications granted, provided that all leaves requested in such applications could be taken without violating the following provisions: At no time during any semester of the academic year shall the number of persons on leave exceed five percent of the faculty. In cases of sick leave, these percentages may be exceeded.
5. 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 Vice Chancellor by the individual and, whenever possible, corroborated by the institution(s) concerned.
6. The normal compensation for the period of leave approved shall be at the rate of seventy-five percent (75%) of the salary that the individual received during the preceding fiscal year for the period of time the leave is applied for and granted. The individual shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the time at which salaries of the other members of

the teaching staff are paid and in the same manner. Institutions should utilize faculties to the fullest extent before requesting such replacements.

7. Refusal by a faculty member to comply with provisions of this policy shall result in the forfeiture of tenure and ineligibility for increase of salary or promotion in rank until the requirement shall have been met.
8. In accepting a leave of absence with pay, the faculty member shall be understood to assume a moral obligation to return to his institution for at least one year of further service.

Annual Leave

Annual leave is leave with pay granted to an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or for the transaction of personal affairs. Annual leave shall be earned by full-time and part-time academic staff members and by unclassified employees who are on fiscal year appointments. The earning of such leave by these employees shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each calendar month in accordance with the following general schedule:

- a. less than three years of service: at the rate of one day of annual leave per month, or the equivalent thereof in hours.
- b. three years but less than five years of service: at the rate of one and one-fourth days of annual leave per month, or the equivalent thereof in hours.
- c. five years but less than ten years of service: at the rate of one and one-half days of annual leave per month, or the equivalent thereof in hours.
- d. ten years but less than fifteen years of service: at the rate of one and three-fourth days of annual leave per month, or the equivalent thereof in hours.
- e. fifteen or more years of service: at the rate of two days of annual leave per

month, or the equivalent thereof in hours.

No twelve month unclassified employee shall be credited with annual leave:

- a. for any overtime hour.
- b. for any hour of leave without pay.
- c. while he/she is on leave without pay, provided that such leave as is regularly earned during these periods shall be credited to him/her at the time he/she returns to active duty.

Accrued unused annual leave earned by an employee shall be carried forward to succeeding calendar years without limitation. Upon death, removal, retirement or resignation, the employee may be paid up to 300 hours of accumulated annual leave. The employee's hourly rate at that time will be the hourly rate used to arrive at the amount he/she shall be paid for unused annual leave.

Annual leave must be applied for by the employee and may be used only when approved by the appointing authority. Requests for annual leave exceeding two (2) months must be approved by the President of the Southern University System. Annual leave requests for periods equal to a semester or greater must also be approved by the President and by the Southern University Board of Supervisors. The minimum charge to annual leave records shall not be less than one-half hour.

The Chancellor, in consultation with the President, may require an employee under his/her jurisdiction who has sufficient annual leave to his/her credit to take annual leave whenever he/she feels it is best for the employee or the University, provided the employee shall not be required to reduce his/her accrued annual leave below the equivalent of fifteen (15) working days.

The President may require an employee of the University System who has sufficient annual leave to his/her credit to take annual leave when he/she feels it best for the employee or the University, provided the employee shall not be required to reduce

his/her accrued annual leave below the equivalent of fifteen (15) working days.

Sick Leave

Sick leave is leave with pay granted an employee who is suffering with a disability which prevents his performing his/her usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment. Sick leave shall be granted each regular employee in accordance with policies approved by the Board, relevant State statues, or Civil Service regulations, whichever are applicable. The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or pay period in accordance with the general schedules.

No academic employee shall be credited with sick leave for any calendar month:

- a. until he/she has completed the calendar month in which he/she was employed.
- b. during which he/she has been on leave without pay for ten or more working days.
- c. while serving in the military.

No classified or unclassified employee shall be credited with sick leave:

- a. for any overtime hour.
- b. for any hour of leave without pay.
- c. while he/she is on leave with or without pay, provided that such leave as is regularly earned during these periods shall be credited to him/her at the time he/she returns to active duty.

For contract periods less than twelve months but different from nine, ten and eleven months, a proportionate rate shall be used.

Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation. When an employee changes his/her position

from one State agency to another, his/her accumulated sick leave shall be forwarded to the new agency and shall be credited to him/her. Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit due to the following:

- a. illness or injury which prevents performance of usual duties.
- b. Medical, dental, or optical consultation or treatment.

The minimum charge for sick leave for academic personnel shall be four hours ($\frac{1}{2}$ day) and, if more, shall be charged in hour increments to the nearest hour. The minimum charge for classified and unclassified employees shall be one-half hour. An appointing authority may advance sick leave with pay in an amount not exceeding twenty-two working days to an employee who has exhausted all his/her sick, annual, and compensatory leave. The value of any advanced sick leave which has not been repaid at the time of the employee's separation from service shall be deducted from his/her last paycheck and/or paid in cash to the appointing authority unless the separation is for the purpose of moving to another State agency, in which case the advanced sick leave shall be forwarded to the agency accepting him/her as an employee. Upon separation caused by disability, death, or retirement, all advanced sick leave shall be canceled.

Upon death or retirement of an employee, sick leave accrued to his/her credit shall be computed and the value thereof shall be paid to him/her provided that the sick leave had been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his/her supervisor, except that such payment shall not exceed the value of twenty-five working days computed on the basis of five-day week and on a four-week per month basis for personnel employed on less than twelve month employment basis of a five-day week and fifty-two week year for twelve month employees. The rate of pay shall be computed utilizing the base rate the employee is receiving at the time of termination. Pay for twenty-five working days shall be applicable to academic and unclassified employees only.

Maternity Leave

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

Civil, Emergency, and Special Leave

An employee shall be given time off without loss of pay, annual leave or sick leave when:

- a. performing jury duty.
- b. summoned to appear as a witness before a court, grand jury or other public body or commission.
- c. performing emergency civilian duty in relation to national defense.
- d. his appointing authority determines that he/she is prevented by an act of God from performing duty.
- e. voting in a primary, general, or special election which falls on his/her scheduled work day, provided not more than two hours of leave shall be allowed an employee to vote in the parish where he/she is employed, and no more than one day to vote in a parish outside the one where he/she is employed.
- f. participating in a State Civil Service examination on a regular work day, or taking a required examination pertinent to the examinee's state employment, before a State Licensing Board.
- g. The Chancellor of a campus in consultation with the President may determine that because of local conditions or celebrations, it is impracticable for his/her employees in such locality to work.

Military Leave

Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leave of absence from their positions, without loss of pay, time, annual or sick leave, when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training, for periods not to exceed fifteen (15) working days in any calendar year, provided that an appointing authority may grant an employee annual leave or leave without pay or both, in or accordance with other provisions of Executive Order No. 56, January 1, 1974, for such periods which exceed fifteen (15) working days in any calendar year.

Employees who are inducted or ordered to active duty to fulfill their reserve obligations, or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training are ineligible for the leave with pay provided for in the above paragraph.

Funeral Leave

Louisiana Law states that an employee may be granted time off without loss of pay, or use of annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grandchild; provided such time off should not exceed two days on any one occasion. Therefore, any relative not listed above or time in excess of two days shall be annual leave, compensatory leave, or leave without pay.

Compensatory Leave

The Chancellor, upon recommendation of administrative officer, may require an employee work on a holiday or at any time he/she is not regularly required to be on duty. In such cases, he/she may permit the employee to earn compensatory leave equal to the number of extra hours he/she is required to work, unless he/she has been

paid for such extra time.

Earned compensatory leave shall be promptly credited to the employee and may, with the approval of the Chancellor, be used by him/her at a future time. Compensatory leave may be accumulated without limitation.

The Chancellor may require an employee to use this earned compensatory leave at any time.

OTHER LEAVES

Workmen's Compensation Payment - Optional Leave With Pay

When an employee is absent from work due to disabilities for which he/she is entitled to workmen's compensation, he/she may, at his/her option, use sick and annual leave not to exceed the amount necessary to receive total payments for leave and workmen's compensation equal to his/her regular salary.

When an employee engaged in law enforcement work is disabled while in the performance of a hazardous nature and because of such disability is unable to perform his/her usual duties, his/her appointing authority may, with prior approval of the Commissioner of Administration, grant such disabled employee leave of absence with full pay during the period of such disability without charge against the employee's accumulated sick or annual leave, provided such employee must pay to his/her department all amounts received by him/her as Workmen's Compensation benefits.

Holidays

Holidays shall be observed as provided by R.S. 155:B and by any proclamation issued by the Governor.

Outside Employment

Faculty members shall not engage in outside employment which adversely affects job performance or brings discredit to the University in any way. No faculty member shall use a position within the University for personal gain through outside employment, nor may any faculty member use the name of the University to acquire an

outside position.

Southern University System Intellectual Property Policy

Southern University at Shreveport has a Memorandum of Agreement with the SU System on this policy which was approved by the Southern University Board of Supervisors at its July 29-30, 2005 meeting. (See Appendix B for policy)

APPENDIX A

POLICY ON THE ESTABLISHMENT OF NEW PROGRAMS

The program is initiated in the department or division of the specific discipline.

Once the program has been developed, the following procedures are done:

1. The program is approved by the division chairperson and forwarded to the Office of Academic Affairs.
2. The Office of Academic Affairs sends the recommended program to the Curriculum Committee to review, in terms of required and elective courses for the degree, certificate, or diploma.
3. The recommendations from the Curriculum Committee are sent to the Office of Academic Affairs to be forwarded to the Academic Council.
4. If approved by the Academic Council, the program is sent to the Chancellor for approval and forward to the System President, who in turn will forward to the Board of Supervisors if approved.
5. Once the Board approves the program, it is then sent to the Board of Regents for approval. If it is a certificate or diploma program, the Regents approval is not necessary, but they have to be notified.

(See Appendix C for Louisiana Board of Regents' Letter of Intent for Projected New Academic Programs.)