

# Faculty Handbook



**2005-2007**

**SOUTHERN UNIVERSITY and A&M COLLEGE  
BATON ROUGE**

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# **CHAPTER I**

## **General Information**

### **1.1 Brief Historical Sketch of Southern University**

The history of Southern University extends over a period of more than one hundred years. The institution was chartered in January 1880 by the General Assembly of the State of Louisiana in accordance with a bill sponsored in 1879 by Pickney B. S. Pinchback, T. T. Allain, and Henry Demas.

The University opened its doors to twelve students on March 7, 1881, in New Orleans, Louisiana, where it remained until 1912 when it was closed by Act 118 of the Louisiana Legislature. Act 118 also authorized the reorganization of the University, and it reopened in Scotlandville, Louisiana, on March 9, 1914, under the presidency of Dr. J. S. Clark. The Scotlandville location is the present site of the Baton Rouge Campus.

The years that followed have brought growth for the University in the quality and scope of its programs, as well as in enrollment. The University was recognized as a land-grant college in 1892. In 1940 the College of Arts and Sciences was departmentalized. Subsequently, the Law School (1948), the Graduate School (1958), the New Orleans Campus (1956), and the Shreveport-Bossier City Campus (1964) were established. In 1975 the Legislature created the Board of Supervisors for the Southern University System. The Southern University Agricultural Research and Extension Center was established in 2001.

Dr. J. S. Clark was succeeded as president in 1938 by his son Dr. Felton G. Clark, who served as president until his retirement in 1968. Dr. F. G. Clark was succeeded by Dr. G. Leon Netterville, who was succeeded after his retirement in 1974 by Dr. Jesse N. Stone, Jr. Dr. Joffre T. Whisenton was selected by the Board of Supervisors to succeed Dr. Stone, effective September 1, 1985. Dr. Joffre T. Whisenton was succeeded by Dr. Dolores R. Spikes in October 1988. On January 1, 1997, Dr. Leon Tarver II was appointed system president. Dr. Roosevelt Steptoe served as the first chancellor of Southern University at Baton Rouge from 1977 to 1982. He was succeeded by Dr. James J. Prestage in 1982. Dr. Wesley Cornelious McClure was selected to serve as the third chancellor of Southern University at Baton Rouge on August 16, 1985. Other chancellors of the Baton Rouge campus have been Dr. Dolores R. Spikes, (interim 1988-1991) and Dr. Marvin Yates (1991-1998). Dr. Edward R. Jackson became chancellor of the Baton Rouge campus on July 1, 1998.

### **1.2 Statement of Purpose**

Southern University and A&M College, a publicly supported, coeducational, land-grant, historically Black, comprehensive institution, prepares students to compete globally in their respective professions and to engage in advanced study in graduate and professional schools. The University offers its students a broad education that prepares them to meet the changing demands of an international society. The University provides a core of liberal arts courses, quality academic programs, and support services to meet the diverse needs and abilities of all qualified students.

The University's admissions policy is grounded in the belief that opportunity and quality can coexist in a diverse educational environment. To this end, the University offers a wide range of learning opportunities designed to allow students of different abilities to obtain an education that will withstand rigorous scrutiny.

The University offers programs of study ranging from associate degrees to doctoral and professional degrees. Education opportunities are provided for traditional and non-traditional students offering scholarly interaction among diverse people. The University is committed to a broad program of research, both basic and applied, and creative work to stimulate the faculty and students in a quest for knowledge and to aid society in resolving its scientific, technological, socio-economic, and cultural problems.

Southern University renders service to the community through urban/rural programs and makes available educational, cultural, and developmental resources to enhance the quality of life. Adhering to the spirit of its function as an 1890 land-grant institution, the University's public service programs have assumed a prominent position throughout Louisiana, as well as nationally and internationally.

Southern University views diversity as vital to the health of any educational enterprise. To support this philosophy, the University takes affirmative steps to maintain a multicultural faculty, staff, and student body. This diversity is achieved principally through assertive recruitment efforts and through multifaceted international programs.

The University seeks to recruit and maintain a faculty, which through its preparation and scholarly activities exerts a profound effect on various institutions in the state, region, nation, and world. Beyond their traditional roles, faculty members perform distinguished service that complements and enhances both teaching and research initiatives and provides an additional mechanism for Southern University to have an impact on the entire community.

The University develops and maintains a physical environment that is safe and conducive to intellectual growth and development while operating in accordance with the highest standards of fiscal and administrative management. This environment is enhanced through the use of the most recent information technology, which offers the University community access to resources from throughout the world.

### **1.3 Accreditation**

- A. Southern University and A&M College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 679-4501) to award certificate, associate, baccalaureate, master's, doctoral and professional degrees.
- B. In addition to this regional accreditation which covers all programs, certain programs enjoy accreditation by the following professional accrediting associations:

## **Accrediting Organizations**

Accreditation Board for Engineering and Technology

Association to Advance Collegiate Schools of Business-International

American Association of Family and Consumer Sciences  
Consumer

American Chemical Society

American Dietetics Association for Plan IV  
Internship-  
Developmental  
Accreditation

American Speech and Hearing Association  
and

Accrediting Council on Education in Journalism  
and Mass Communications  
Communication

Commission of Collegiate Nursing Education

National League for Nursing Accrediting Commission

Computer Science Accrediting Commission  
of the Computing Science Accreditation Board  
Science

Council for the Accreditation of Counseling and  
Related Educational Programs

Council on Rehabilitation Education

Council on Social Work Education

National Architectural Accrediting Board

National Association of Schools of Music

National Association of Schools of Public Affairs  
Administration  
and Administration

National Council for the Accreditation of Teacher Education  
Education

## **Programs**

Engineering

Business

Family &  
Sciences

Chemistry

Dietetics

Speech Pathology

Audiology

Mass

Nursing

Nursing

Computer

Mental Health  
Counseling

Rehabilitation  
Counseling

Social Work

Architecture

Music Education

Public

Teacher

## **CHAPTER II**

### **The Administration of the University**

#### **2.1 Governing Boards**

##### **A. The Board of Regents**

The Board of Regents was created in 1975 by the Constitution of the State of Louisiana to coordinate all public higher education in the State. It consists of fifteen members appointed by the governor with the consent of the State Senate. They serve overlapping six year terms.

##### **B. The Board of Supervisors**

The Board of Supervisors of the Southern University System is composed of sixteen members appointed by the governor with the consent of the State Senate. The sixteen member Board consists of two members from each of the State's Congressional Districts, one member from the State at large and one student member. The members of the Board of Supervisors serve overlapping terms of six years, with the exception of the student member, whose term is for one year.

The Board of Supervisors, subject to the powers vested in the Board of Regents, supervises and manages the institution, its statewide agricultural programs, and other programs administered by the Southern University System.

#### **2.2 The Administrative Organization of the University**

The organizational chart in **Appendix A** shows the administrative organization of the Baton Rouge Campus and the Division of Academic Affairs. In addition to these organizational charts, most units of the University have internal organizational charts which are available to concerned persons.

#### **2.3 The Chief Administrative and Academic Officers of the Campus.**

The administrative officer on the academic side of university governance is the chancellor (chief administrative officer). The academic officers, in order of rank, are vice

chancellor for academic affairs (chief academic officer), associate vice chancellor for academic affairs, academic deans, directors and departmental chairpersons. Generally, matters pertaining to individual faculty members are to be resolved within the departments through each departmental council under the leadership of the department chair.

## **2.4 Duties and Responsibilities of Administrative, Academic and Instructional Officers of the Campus.**

### **2.4.1 Chancellor of Southern University - Baton Rouge**

The Chancellor is responsible for all campus operations, including: academic, non-academic, fiscal and related programs, and support services, including intercollegiate athletics. The Law Center and the Agricultural Research and Extension Center, although located physically on the Baton Rouge Campus, have their own chancellors. They are not the responsibility of the chancellor of the Southern University - Baton Rouge Campus. The chancellor is directly responsible to the president.

### **2.4.2 Vice Chancellor for Academic Affairs**

The Vice Chancellor for Academic Affairs is responsible for all academic programs of the University, including curriculum, faculty, academic publications, accreditation, and other related programs. The Vice Chancellor provides assistance to the Chancellor in the formulation of broad academic policies at the university. The vice chancellor reports to the chancellor.

### **2.4.3 Associate Vice Chancellor for Academic Affairs**

The Associate Vice Chancellor for Academic Affairs reports directly to the Vice Chancellor for Academic Affairs and functions in a senior leadership position to provide direction and coordination of academic support programs. This officer will also function as the senior officer in planning and assessment for academic areas and assists the Vice Chancellor for Academic Affairs with the administration of academic policies and other matters.

### **2.4.4 Vice Chancellor for Finance and Administration**

The Vice Chancellor for Finance and Administration is the principal financial and business officer for the campus. This officer reports to the chancellor and supervises the operation of a number of auxiliary activities including the bookstore, central stores, police, F. G. Clark Activity Center, purchasing department, post office, duplicating services, facilities planning, and vending and concessions. Responsibilities also include (1) the distribution of state policies relative to purchases, travel, and budget; (2) giving assistance in the formulation of broad fiscal policies of the institution; and (3) developing operating procedures and coordinating business operations for the campus.

### **2.4.5 Vice Chancellor for Student Affairs**

The Vice Chancellor for Student Affairs reports to the chancellor and is responsible for providing leadership in the conduct of all non-academic matters relating to students: housing, food service, student organizations, Lyceum programs, and other student activities. Other responsibilities include supervision of the Smith-Brown Memorial Student Union and the Student Health and Counseling Center.

### **2.4.6 Vice Chancellor for Enrollment Management**

The Vice Chancellor for Enrollment Management reports to the chancellor and is responsible for supervising, planning, managing, administering and budgeting activities for the enrollment management function of the university. This officer is responsible for achieving the enrollment management and retention goals of the university through the administration of the following functional areas: admissions, recruiting, registration, registrar's office, records, retention, financial aid, freshmen year experience, and the TRIO Program (Upward Bound, Talent Search and Student Support Services).

### **2.4.7 Associate Vice Chancellor for Enrollment Management/ University College**

The Associate Vice Chancellor for Enrollment Management/University College reports to the Vice Chancellor for Enrollment Management and is responsible for providing leadership for the academic programs through the University College. The Associate Vice Chancellor's responsibilities are consistent with those of the Vice Chancellor for Enrollment Management and serves in that capacity in the absence of the Vice Chancellor for Enrollment Management.

### **2.4.8 Vice Chancellor for Research and Strategic Initiatives**

The Vice Chancellor for Research and Strategic Initiatives is the chief research officer of the university and reports to the Chancellor. This officer is responsible for recommending research policy and procedures; providing administrative management and supervision in planning, implementing and coordinating all aspects of research, research development programs, and strategic initiatives at the university; and assists university personnel and students in identifying funding opportunities for sponsored and elective research and creative works.

### **2.4.9 Director of Athletics**

The Director of Athletics reports directly to the Chancellor and is responsible for planning, supervising, and coordinating the intercollegiate athletic programs of the University. The Director of Athletics ensures compliance with current rules and regulations of the NCAA and relevant Conference.

## **2.4.10 Director of Planning, Assessment, and Institutional Research**

The Director of Planning, Assessment, and Institutional Research (PAIR) reports directly to the Chancellor and is responsible for collecting and analyzing information, including statistical information, about the University and its various units, and for providing such information to appropriate persons and officers. This officer is also responsible for developing and updating an assessment plan and for recommending courses of action for the University.

## **2.4.11 Deans of Colleges/Schools**

The authority and responsibilities of Deans are delegated to them by the Chancellor, who is responsible for the total operation of the University. The duties of the deans are to advise the chancellor, through the chief academic affairs officer, on personnel, financial, and student academic needs; recommend, plan, and manage activities of the departments/divisions under their supervision; make recommendations and decisions to maintain accreditation and high academic and research standards applicable to their colleges/schools; ensure that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; prepare, present, and execute approved budgets for their colleges or schools; and, after consultation with their faculties, make recommendations on personnel matters relating to the members of the staff under their direction. The college/school dean helps provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence.

### **A. Some Generalizations**

1. Deans are expected to possess educational vision and to exercise sound judgment.
2. Deans are expected to administer their programs in accordance with University policies.

### **B. Teaching**

Deans are expected to teach a minimum of three (3) credit hours each *year*.

### **C. Administrative Routines**

The College/School Dean

1. Assists with the preparation of schedules of course offerings;
2. Ensures that the registration of students *is* in accordance with the University's registration plan;

3. Approves students' requests for program changes;
4. Assists with the preparation of budgetary recommendations for his/her college/school;
5. Approves catalog materials for his/her college/school;
6. Secures and submits professional personnel data and teaching loads for each instructor;
7. Certifies that students have met requirements for the degree, (orders for both undergraduate and graduate diplomas will be processed through the registrar's office);
8. Assists the registrar in securing final grades from teachers (all official transcripts are to be housed by the registrar);
9. Ensures that all teachers distribute to each student a course outline describing the objectives, nature, and requirements of the course, announce and maintain conference hours for student conferences, meet all classes as scheduled, begin classes on time, provide a full period of organized instruction, dismiss classes ten (10) minutes before the hour, and keep an accurate record of class attendance;
10. Ensures adherence to class attendance regulations;
11. Acts on travel requests;
12. Acts on purchase requisitions; and
13. Encourages research initiatives by faculty and students.

#### **D. Student Personnel Relations**

The College/School Dean

1. Approves applications for admission to college or school concerned;
2. Monitors the evaluation of transcripts of transfer students;
3. Ensures the administration and supervision of a student advisement program by
  - a. Keeping up with student progress,
  - b. Advising students in the selection of courses, and
  - c. Advising students who have academic difficulties;



4. Promotes job placement of graduates; and
5. Ensures the implementation of an alumni assessment program.

#### **E. Teaching Personnel**

The College/School Dean

1. Prepares recommendations for faculty appointments, retention, promotions, tenure, and salaries;
2. Assists in determining the class loads and other responsibilities of teachers; and
3. Promotes faculty participation in the determination of departmental policies and practices in
  - a. Course content,
  - b. Instructional procedures,
  - c. Budget, and
  - d. Other areas of obvious pertinence.

#### **F. Programs**

The College/School Dean

1. Assists in evaluating proposals for program changes;
2. Ensures periodic examinations of course objectives in terms of the general objectives of Southern University programs;
3. Studies and examines proposals for changing and revising course offerings;
4. Supervises the program of instruction in all departments;
5. Monitors the development of syllabi and other instructional materials for all course offerings;
6. Approves plans for evaluation of teaching practices;
7. Schedules periodic college/school meetings and
8. Promotes the securing and maintenance of research grants and funds for sponsored initiatives.

#### **G. Others**

The College/School Dean

1. Ascertains physical needs, equipment, and supplies needed for instruction;
2. Reviews periodically library requirements and standards for all areas of the instructional program;
3. Serves as an appeal station for students with academic problems;
4. Promotes a climate that stresses teaching, learning and investigation through research and other initiatives; and
5. Provides leadership for division and department chairs.

#### **2.4.12 Associate/Assistant Deans**

Associate/assistant deans are appointed by the chancellor and report to the college/school dean. They coordinate the programs among the several departments in their colleges/schools or divisions, supervise the maintenance of personnel, and provide leadership in the preparation, submission, and administration of budgets, class schedules, textbook orders, and other materials related to the academic development of the division under their supervision.

They will teach 3-6 hours per semester as required by their deans.

#### **2.4.13 Department Chairs**

Department chairpersons are appointed by the chancellor based on the recommendations of the departmental faculty. Department chairpersons report to the college deans for the efficient planning and management of the instructional and research programs under their supervision. They are responsible for adherence to the following standards in their academic areas with the advice of the departmental council: ensuring that their departments meet the highest academic standards and are made aware of the most current and acceptable thinking and techniques in their fields; preparing and executing departmental budgets; recommending to the deans of their respective areas considerations concerning faculty personnel actions to ensure that students receive the guidance and counseling required to maximize their growth and development; supervising administrative and instructional activities; and encouraging experimentation in the instructional program.

##### **A. General Characteristics**

The Departmental Chairperson

1. Should be committed to excellence in teaching, scholarship and continuing professional growth;

2. Should be willing to assume and be capable of assuming responsibilities and be cognizant of the extent and limitations of his/her authority;
3. Should have the rank of professor, but not less than associate professor;
4. Should have equal allegiance to faculty and administration;
5. Should be knowledgeable concerning all affairs of his/her department;
6. Should be a person of sound judgment, be poised, committed to human values, capable of independent thought, and have the courage of his/her convictions. He/She should have an informed vision of his/her department's discipline and of its contribution to education.

## **B. Leadership Role and Responsibilities**

The Departmental Chairperson

Provides leadership for faculty and students;

2. Supervises the instructional program for optimal effectiveness;
3. Keeps abreast of the goals, contents, and instructional program for each course offered in the department;
4. Encourages experimentation in the instructional program;
5. Promotes the general welfare of faculty members in the department;
6. Assumes leadership in the promotion of research and service activities;
7. Assumes responsibility for the improvement of instruction, for program development, and for maintaining academic excellence in the department;
8. Promotes a program of effective advisement for majors in the department;
9. Promotes an effective program of faculty and student recruitment; and
10. Seeks the use of relevant outside resources for the support of the educational program.

## **C. Administrative Routines**

The Departmental Chairperson

1. Arranges for a formal faculty meeting at least once per month;

2. Prepares the departmental schedule of course offerings with the assistance of members of the department;
3. Evaluates the effectiveness of members of the department;
4. Assures that classes are met by faculty members in accordance with the approved schedule;
5. Maintains accurate records of all students enrolled in the department;
6. Meets with faculty members and students;
7. Assures proper maintenance of all departmental equipment;
8. Assists in clearing and approving candidates for degrees;
9. Assists the dean, the registrar, and director of admissions in obtaining final grades for students;
10. Recommends faculty members for retention, tenure, promotions, and merit raises;
11. Meets with the dean and other administrative officers;
12. Keeps the dean informed on departmental developments;
13. Involves the faculty in the development and administration of the departmental program;
14. Keeps the faculty and students informed on University developments;
15. Promptly performs administrative routines;
16. Assists in the preparation and administration of departmental budget;
17. Prepares recommendations on library acquisitions;
18. Assists in the career placement of graduates;
19. Assists in the orientation of new faculty members.

#### **2.4.14 Registrar**

The Registrar reports directly to the Vice Chancellor for Enrollment Management and is responsible for the maintenance of the academic records of all students. This officer is charged with the responsibility of working closely with administrative, academic, and business offices in preparing enrollment materials for submission to the Information Systems Division and for releasing copies of students' records (with the students' consent or as otherwise appropriate) to authorized agencies.

#### **2.4.15 Director of Admissions and Recruitment**

The Director of Admissions and Recruitment reports directly to the Vice Chancellor for Enrollment Management. The Admissions and Recruitment Director is responsible for recruiting and providing prospective applicants with the data and forms necessary to matriculate at the University; receives and evaluates applications; and certifies qualified applicants for admission

#### **2.4.16 Dean of Library Services**

The Dean of Library Services, who reports to the Vice Chancellor for Academic Affairs, is in charge of all campus libraries except the law library. The dean of library services formulates and administers policies and programs of procurement and circulation of books, documents, and other instructional materials to meet the needs of the University and the community.

#### **2.4.17 Director of the Division of Continuing Education and the Center for Service Learning**

The Director of Continuing Education and the Center for Service Learning answers directly to the Vice Chancellor for Academic Affairs. The director administers all off-campus credit and non-credit academic activities, the evening and weekend programs, as well as those for which continuing education units are earned. The university mandated service learning requirement and the Study Abroad programs are administered through this unit.

#### **2.4.18 Directors of the Military Science Programs**

Directors of the Military Science programs function in their respective areas similar to college/school deans.

##### **Commanding Officer/ Professor of Naval Science/Professor of Military Science**

In addition to the role of Commanding Officer (CO) of the Navy ROTC Unit at Southern University, the CO also serves as Professor of Naval Science /Military Science and Head of the Naval Science/Army ROTC Department at Southern University. In their capacity as heads of their respective departments, Professors of Naval Science/Military Science report to the Chancellor through the Vice Chancellor for Academic Affairs.

Major Duties and Responsibilities include the following:

1. Administer and manage the Naval/Army ROTC Unit and Department of Naval Science/Army ROTC;

2. Maintain records and files as appropriate for the staff and students assigned, resources allocated, and other matters relating to the command of a Naval/Army activity and the supervision of an academic department at an institution of higher education;
3. Plan for resource and facilities requirements and execute program resource allocation to meet the objectives and goals of the service and the host institution;
4. Supervise the teaching of naval science/military science;
5. Plan and implement improvements and changes in courses to meet the requirements of the Army, Navy, Marine Corps, and the host institution;
6. Encourage professional growth of the naval/military science faculty establish high standards of teaching effectiveness and student achievement, and evaluate the performance of the naval science/military science faculty;
7. Teach naval science/military science courses and lecture on naval science/military science subjects as appropriate;
8. Work with officials of the host institution on Naval/Army ROTC and other matters affecting military education;
9. Serve on committees and boards and participate in planning activities as a faculty member;
10. Supervise the professional and military development of Naval ROTC midshipmen and cadets, ensuring that all qualifications are met for newly commissioned officers in the Army, Navy and Marine Corps;
11. Maintain high standards of performance for staff and cadets/midshipmen;
12. Supervise the planning of academic study programs for cadets/midshipmen to ensure compatibility with the needs of the service and the cadets/midshipmen;
13. Structure and set appropriate student performance goals to achieve full academic potential, and monitor the program of study for each student to meet Army, Navy, Marine Corps and University requirements for graduation and commissioning;
14. Establish academic accreditation procedures for naval science/military science courses (these courses should be accredited academically on terms mutually agreeable to the Army/Navy and the institution regardless of whether degree credit is granted for each course;

15. Maintain liaison with campus and community organizations, military related groups, veterans organizations, active and reserve military commands, and other groups or organizations having interest in the Naval/Army service;
16. Seek assistance from and work with the previously mentioned groups and organizations encouraging their cooperation to improve the Army/Naval ROTC and the national defense posture;
17. Recruit students for the Army/Naval ROTC, serve on selection boards, assist local military recruiters, and participate in recruiting students for the host institution as feasible; seek ways to improve recruiting; and
18. Serve senior military area function and any other duties as requested by military command or the host institution.

**Note: A more detailed list of the duties and responsibilities of these positions can be obtained from the Office of the Vice Chancellor for Academic Affairs, Human Resources, or the John B. Cade Library.**

## **CHAPTER III**

### **Councils, Committees, and Organizations**

Many aspects of the University's operations are conducted by or with the advice of councils, committees, and other organizations. Below are listed the councils, standing committees, and faculty organizations together with their functions, terms of membership, and the appointing authorities, where appropriate. Participation on these bodies can serve as points of merit for retention, tenure, promotions and other professional rewards.

**Every faculty member should be given the opportunity to serve on councils and committees. Faculty participation shall be solicited by the Office of Academic Affairs during each fall semester. Each faculty member should be limited to serving on no more than two (2) councils and committees concurrently, except in specific situations (i.e., the need for that faculty member's expertise.) The chairperson should be elected by the members of the council or committee to serve a maximum of two years, but may be reelected one more term.**

**The Vice Chancellor for Academic Affairs will request from the President of the Faculty Senate at least one name of a faculty member to represent the Faculty Senate on each council, committee and organization.**

#### **3.1 Councils**

##### **A. The Academic Council**

The Deans and Directors of colleges, schools or divisions, together with other academic officers of equivalent rank responsible to the chief academic officer, constitute the Academic Council.

The Academic Council advises the chief academic officer in the administration of the academic affairs of the campus, including curriculum development, program scheduling, preparation of the academic calendar, coordination of programs of various colleges and schools, review of instructional programs and special university regulations for degrees.

The Council meets at least once each semester at the call of the chief academic officer who serves as chairperson.

##### **B. The Graduate Council**

The Graduate Council shall consist of ten members of the graduate faculty named by the chancellor on joint recommendations of the graduate dean and the chief academic officer of the campus for overlapping three-year terms. Nominations for membership on the Council shall be made by the academic deans of colleges or schools offering graduate programs. There shall be an additional member from the professional



library staff nominated by the dean of libraries and appointed in the same manner as other members for a three-year term. The dean of the graduate school shall serve as ex-officio member and secretary of the Graduate Council.

The Graduate Council shall serve as the policymaking body for the entire graduate program of the campus. It shall be concerned with policies governing academic standards, program development and review, faculty qualifications, and the consistency and integrity with which the entire graduate program is operated.

Officers of the Graduate Council shall be a chairperson, vice-chairperson, and secretary. The Council shall elect its chairperson and vice-chairperson who shall serve terms of two years.

The Graduate Council shall meet at the call of the chairperson of the Council. The Council shall meet at least three times per academic year with written notice and agenda sent in adequate time to each member of the Council.

### **C. The Teacher Education Council**

The Teacher Education Council shall consist of representatives from all areas of the University which contribute to the teacher preparation program. It shall be the responsibility of the Chancellor, in consultation with the chief academic officer, to determine the number, term and manner of appointment of the membership. The dean of the college of education shall serve as ex-officio member and secretary of the Teacher Education Council.

Officers of the Council shall be a chairperson, vice-chairperson, and secretary. The Council shall elect its chairperson and vice-chairperson who shall serve terms of two years. A consecutive two-year term shall not be served.

The Teacher Education Council shall be familiar with standards of accrediting agencies and the applicable statutes of Louisiana. It is the Council's responsibility to formulate and propose University policy and procedures whereby there will be maintained a balance between professional preparation, general cultural attainment, and mastery of the subject content field in each curriculum in teacher education. All policies offered by the Council are subject to the approval of the University administration and Board of Supervisors.

The Council shall meet at least once per semester at the call of the chairperson. Minutes shall be kept of all meetings and transmitted to the chief academic officer of the campus. Should the Council fail to meet, such failure shall be called to the attention of the chief academic officer by the secretary.

### **D. The Athletics Council**

The Athletic Council recommends to the chancellor policies relating to intercollegiate athletics. More specifically, duties to be carried out by the Council shall include, but shall not be limited to, the following activities:

1. Determining the scope of the athletics program;

2. Assuring that student athletes are provided an adequate opportunity to pursue successfully their athletic programs;
3. Advising the chancellor on the appointment of the athletics director and head coaches in the various sports;
4. Reviewing recommendations coming from the athletics director concerning the athletic programs; and
5. Reviewing the financial affairs of the athletics department.

The membership of this Council consists of representatives from the administration, the faculty, the staff, the students, and the alumni. Representatives from the administration, faculty, and staff shall constitute a majority of the membership. The Council elects its own chairperson from among the faculty members. The chancellor appoints the majority of the voting members of the Council. Representatives from the Student Government Association, the Faculty Senate, staff and alumni serve with the chancellor's approval.

**E. The University College Council**

The University College Council advises the Associate Vice Chancellor of University College on the policies and administration of the college's academic program. The Council members are appointed by the vice chancellor for academic affairs upon the recommendation of the associate vice chancellor of the university college. The membership consists of faculty members representing the degree-granting colleges and schools, three students, and the Associate Vice Chancellor of University College.

**F. The Faculty Advisory Council**

The Faculty Advisory Council, whose members are recommended by the college/school deans and selected at-large by the vice chancellor for academic affairs, advises the vice chancellor on all matters related to faculty and academic affairs.

**G. College or School Councils**

Each college or school council includes the academic dean as presiding officer, the chairpersons of the departments within the college or school, one faculty member from each department, and two students from each department. One of the Faculty Senate representatives from each college or school may be recommended by the Senate to serve in an ex-officio capacity on the Council.

Each college or school council examines and recommends policies to the dean and to the college or school faculty on matters pertaining to program development, personnel development and student relations.

The Council meets at least once per semester. The meetings are called by the dean of the college or school.

#### **H. Departmental Councils**

The council will elect its chair, who is someone other than the departmental chair. Both faculty and student representation will serve on the Council. Student representatives should not be involved in faculty disputes.

The Departmental Council reviews and makes recommendations on such matters as departmental academic policies, faculty-student relations, equipment, and budgetary priorities.

The Departmental Council will meet at least once during each semester, at the call of the chairperson of the department.

### **3.2 Standing Academic Committees**

The standing committees are listed below together with a brief statement of their responsibilities. The term "academic committees" refers to those committees that are appointed by the vice chancellor for academic affairs. Other standing committees are listed in the University Catalog. The term of office for all committee members is two years.

- A. **The Academic Honors Committee** recommends all classifications of academic honors and identifies and recommends persons who are to receive these honors.
- B. **The Catalog Committee** prepares the University Catalog for publication every two years.
- C. **The Curriculum and Instruction Committee** keeps abreast of curriculum and pedagogical trends and recommends changes and innovations.
- D. **The Committee on Performance Evaluation of Academic Personnel** establishes and recommends effective methods, policies, and procedures for evaluations under the supervision of the vice chancellor. (additional research is being done to determine if this committee's charge is correct)
- E. **The Self-Study Steering Committee** serves as liaison between the University and the Southern Association of Colleges and Schools and conducts the institutional self-study for SACS accreditation.
- F. **The Academic Appeals Committee** hears appeals by students who have been suspended for academic reasons and makes recommendations concerning the academic status of such students.
- G. **The Commencement Committee** designs the graduate exercises, executes the activities which support these exercises, and prepares and supervises the printing of the commencement program.

- H. **The Library Committee** (1) advises the dean of libraries on policies governing the operation of the University libraries; and (2) serves as liaison between the main library and the faculty in seeing that the library serves the needs of the University with regard to the adequacy of the collection and the rendering of appropriate services.
- I. **The Student Advisement Committee** promotes effective student advisement, monitors and evaluates existing student advisement practices, and recommends changes in existing practices.
- J. **The Committee on the Status of Women** makes recommendations and helps implement projects which may serve to improve the status and education of women.
- K. **The Strategic Planning Committee for Academic Affairs** prepares and updates the Strategic Plan for Academic Affairs, and recommends and assesses strategic goals and objectives.
- L. **The Retention, Tenure and Promotion Appeals Committee** deliberates on appeals from faculty members and recommends to the Vice Chancellor for Academic Affairs whether or not the faculty members' appeals are valid.
- M. **The Faculty Handbook Committee** will biennially review the Faculty Handbook and recommend revisions, additions, or deletions to the vice chancellor for academic affairs.

### 3.3 Organizations

#### **The Faculty Senate**

The Faculty Senate is the official voice of the faculty recognized by the administration and the Board of Supervisors. The Senate 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 the University. All full-time faculty members below the level of dean are eligible to become members of the Senate.

#### **The American Association of University Professors (AAUP)**

The AAUP is a national organization of college and university professors with chapters on campuses. Membership is open to all teaching staff below the position of dean. Deans may hold associate membership.

#### **The American Federation of Teachers (AFT)**

The AFT is a national organization of teachers. Membership is open to all faculty members. This organization is commonly known as the Union.

## CHAPTER IV

### Faculty Personnel Policies and Procedures

#### 4.1 Definition of Faculty

The chief academic officer for the department is the chairperson, who is a member of the faculty. The departmental faculty consists of all members of the academic staff of a department having the rank of instructor or higher. Faculty members are university officers who should contribute to the attainment of the mission of the institution. It is a basic responsibility of the faculty to participate in the development of educational policy through active and constructive involvement in the academic affairs of their respective departments, colleges or schools. Faculty members are appointed full-time for at least a one-year period, and a percentage of their work for the current year must be in that particular department.

Part-time members of the academic staff having the rank of instructor or higher shall be enfranchised in direct proportion to the percentage of their employment.

#### 4.2 Academic Ranks

The University provides for the following academic ranks for instructional and research personnel:

**Full-Time Positions** - Professor, Associate Professor, Assistant Professor, Instructor, Adjunct Professor and Visiting Professor of same ranks

**Part-Time Positions** - Professor, Adjunct Professor, Associate Professor, Adjunct Associate Professor, Assistant Professor, Adjunct Assistant Professor, Instructor, Adjunct Instructor, and Cooperating Teacher.

#### 4.3 Academic Appointments

##### A. Types of Appointments

1. **Probationary**--Initial faculty appointments at the Assistant Professor, Associate Professor, and Professor rank are typically on a probationary basis. Faculty on a probationary appointment can pursue tenure. The initial written notice of appointment must specify whether the appointment is on a probationary (tenure-track) basis. A probationary appointment shall not exceed a period of seven years, including the period served at the rank of instructor, except as provided by Board policy. If the Board decides to grant credit toward the probationary period for prior service at other institutions, then inclusion of the credited years shall be made at the time of the initial appointment. Such credit shall not exceed three years.

2. **Tenured**--A tenured appointment is given to a faculty member who has met the requirements for tenure outlined in Section 4.7 below. While tenure affords a certain amount of protection, it is not an absolute guarantee against termination.
3. **Temporary**--A temporary appointment is made to fill a vacancy caused by the absence of a regular faculty member. It is also assigned to faculty members who hold the rank of instructor or any part-time position, and a full-time position to meet a short-term need, which appointment should not exceed two years.
4. **Special**--A special faculty appointment does not carry academic rank, is for a limited time period, and does not lead to tenure. Persons from professions, business, or industry who teach for a limited time, i.e., substitute teachers who cover classes in emergencies, and artists-in-residence, are considered special appointments.

## **B. Procedures for Appointments**

### **1. Teaching Faculty (Exclusive of Chairpersons)**

Requests for new positions or for filling vacancies within the faculty shall be made in writing by the chairperson of the department concerned to the chancellor through appropriate administrative channels - the dean of the college/school the chief academic officer of the campus, the chancellor, and if applicable, the system president. Such requests shall indicate desired rank, salary (or salary range), and effective date of the proposed appointment, a description of the position, including the qualifications a candidate should possess and the duties of the prospective appointee.

**Once the filling of a vacancy or the adding of a new position is authorized by the president, these procedures shall be followed:**

#### **a. Search Process**

A search should be conducted in accordance with published guidelines approved by the Board of Supervisors as follows:

- i. Information about the position, including the description, should be circulated on campus, sent to other institutions where interested qualified candidates are likely to be found, and advertised in related professional academic journals, when the availability of funds permit.
- ii. Applications and nominations for the position shall be received by a departmental search committee, appointed by the chair in consultation with the faculty, who shall review and evaluate them with the departmental faculty. Opportunities for interviewing candidates shall be arranged as deemed desirable.

- iii. On the basis of its review and evaluation, the department, through its chairperson, shall make its written recommendation for appointment to the college/school dean.
- iv. The college/school dean, after examining credentials, assessing candidates and conferring with the departmental chairpersons, shall communicate in writing his/her recommendation of the person to fill the vacant position to the chief academic officer of the campus. Provided the recommendation receives approval at this level, it shall be sent to the chancellor for his/her 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/or the Board, as applicable.
- v. Upon the approval of the Board and/or the president as appropriate, the president shall cause to be issued a contract or contractual letter to the appointee setting forth the terms of the appointment--effective date, rank, salary, and tenure status.
- vi. At all points in the administrative review, applications requests 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.
- vii. All faculty appointments shall be made in accordance with -provisions of the Bylaws and Regulations of the Board of Supervisors.
- viii. All initial appointees shall be provided a copy of the *Faculty Handbook* and any specific guidelines for departments or schools which differ from general University policy.

#### **b. Summer Appointments**

The chancellor is responsible for the academic program during the summer session on his/her campus. Appointments to the faculty for the summer session will be made by the chancellor, on recommendations made by department chairpersons through their respective deans and the office of Academic Affairs, on the basis of teaching requirements for the summer program. Summer faculty appointments must be approved by the President of the Southern University System.

Each department shall develop a plan for summer employment that is fair and equitable, taking into consideration the availability of funds, demand for courses, professional experience and qualifications of departmental faculty members. Departmental summer employment plans shall be subject to the approval of the appropriate dean, the chief academic officer and the Chancellor. Compensation for teaching a full load – nine (9) credit hours or fifteen (15) contact hours – during a summer session will normally be two-ninths of the nine-month' salary unless otherwise approved by the Southern University Board of Supervisors. Compensation for teaching shall be proportionally based on the number of credit hours or contact hours of the developed courses assigned.

**2. Chairperson of an Academic Department--Chairpersons are selected according to the procedure outlined below:**

- a. The college/school dean shall be responsible for announcing the vacancy of the chairperson's position in any academic department.
- b. The college/school dean should obtain, with input from the faculty of the concerned department, a description of the position, including the minimum qualifications a candidate should possess and the duties of the position. A search committee shall be named by the dean, largely from among the departmental faculty. Opportunities for interviews of top candidates shall be arranged, with permission from the chancellor. Viable candidates shall be recommended by a simple majority vote, in accordance with the charge to the search committee.
- c. The names of the top three ranking candidates recommended for chairperson shall be submitted to the dean, who shall make a recommendation in writing through the chief academic officer of the campus to the chancellor. The Chancellor shall present his/her recommendation to the president for action.
- d. Upon the approval of the president, the president shall cause to be issued a contract or contractual letter to the appointee setting forth the terms of the appointment--effective date, rank, salary, and tenure status.
- e. In addition to the annual evaluation by the full faculty every three years, the chairperson's performance shall be evaluated by the department's tenured faculty, who shall make recommendations as to whether the appointment should be renewed.

**3. Academic Dean or Director**

- a. While persons in the University will be given consideration for vacancies in positions, persons outside the University should also be considered.
- b. A description of the vacant position, setting forth its duties and responsibilities, shall be prepared by the chief academic officer of the campus in consultation with the chancellor. Notice of the vacancy and the description of the position shall be appropriately publicized.
- c. The vice chancellor shall name a search and advisory committee to include representation from faculty of the departments concerned whose duties shall be:
  1. to compose and circulate an announcement and description of the position to be filled;
  2. to receive applications and nominations;
  3. to review credentials of applicants and nominees;



4. to recommend, to the vice chancellor for academic affairs the top three (3) persons for the position, without ranking them, provided that in the committee's judgment there are at least three qualified candidates.
- d. Acting upon the committee's written recommendation, the vice chancellor shall make his/her recommendation in writing to the chancellor, who shall act upon the recommendation. The name of the candidate approved by the chancellor shall be forwarded to the System President.
- e. When the president is prepared to make his/her recommendation to the Board for the appointment of an academic dean or director, members of the Board shall be given at least ten days advance notification of the recommendation for action.
- f. When the Board has approved the appointment, the president shall cause to be issued to the appointee written notification of appointment, including such details as effective date, salary, period of appointment (specified term or continuing) and duties to be performed.

#### **4. Non-Academic Administrative Personnel: Deans, Directors, Vice Chancellors, Directors of Athletics, Head Coaches**

- a. Each appointment to one of these administrative positions shall be made on the basis of the qualifications and special fitness of the individual for the demands of the position. While persons already employed in the University System are invited to apply and will be given every consideration to fill a new or vacant position, applicants or nominees from outside the University should be considered.
- b. In seeking highly talented persons to fill important positions of leadership, the University shall employ the search and advisory committee concept.
- c. The chancellor of the campus shall appoint or cause to be appointed appropriate search and advisory committees, each of which shall have members from the faculty who do not hold administrative positions. The Faculty Senate shall recommend two (2) representatives to any such committee. The members of the Athletics Council shall constitute the search and advisory committee for the positions of director of athletics and head coaches.
- d. The duties of the search and advisory committee shall be:
  1. to compose and circulate an announcement and description of the position to be filled;
  2. to receive applications and nominations;

3. to review credentials of applicants and nominees;
  4. to recommend, to the chancellor at least three persons for the position, provided that in their judgment there are at least three qualified candidates, and to rank these in accordance with their qualifications;
  5. to furnish the chancellor an additional list of all persons found by it to meet the announced qualifications together with all supporting documents.
- e. The chancellor shall make his/her assessment of the candidates and submit to the president a written recommendation along with the dossier of the candidate found to be qualified.
  - f. If the president concurs in the chancellor's recommendation, the president shall submit the recommendation to the Board for its action.

## **5. Vice Chancellor for Academic Affairs**

It shall be the responsibility of the chancellor to take the initiative in the process of selecting a vice chancellor.

To assist him/her, he/she shall appoint a search and advisory committee of nine (9) persons, including at least four (4) members of the faculty (chosen in consultation with faculty organizations) who do not hold administrative positions.

The chancellor shall review the committee's written recommendations to him/her, make his/her assessment of the nominees or applicants recommended by the committee, and in turn he/she shall make his/her written recommendation to the president.

When the president is prepared to make a recommendation, he/she shall notify members of the Board at least ten days in advance that such recommendation will be made at the forthcoming Board meeting.

When the Board has approved the appointment, the president shall give the appointee written notification of appointment, including effective date, salary and period of appointment.

## **4.4 Academic Freedom**

Academic freedom is the right of members of the academic community to study, discuss, investigate, teach, conduct research, and publish freely as appropriate to their respective roles and responsibilities. Because the common good depends upon the free search for and exposition of truth and understanding, full freedom in research and publication is essential, as is the freedom to discuss scholarly subjects in the classroom.

In all personnel actions related to academic staff, the principle of academic freedom shall be recognized.

## **4.5 Academic Responsibility**

For academic freedom to endure, academic responsibility must be exercised. Faculties at each institution should clearly and explicitly establish minimum levels of expected professional performance and responsibility. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities. When a member of the academic community speaks or writes as a citizen, that person should be free of University censorship or discipline, but as a person of learning he should remember that the public might judge the profession and the institution by his/her utterances.

## **4.6 Retention of Probationary Faculty**

Retention of probationary faculty shall be based on merit in accordance with established criteria, with the interest of the University being served maximally by such action. Possession of specified degrees and time spent in a department, while considered as factors in determining merit, shall not alone constitute justification for retaining a faculty member. Religion, national origin, race, sex, or age shall not be factors in the evaluation of an application for retention. It is the responsibility of the faculty member to determine whether or not he or she is eligible for retention consideration.

### **A. Probationary Appointment**

Probationary appointments are for a specified period of time. When the initial appointment of a member of the faculty is probationary, the position is tenure track. Initial probationary appointments may be for a period of two years, however circumstances may dictate that the appointment not be renewed during the initial year. There shall be an annual evaluation of a probationary faculty member to determine eligibility for retention and renewal of the appointment. The annual evaluation shall begin in the second year of the probationary appointment. In the sixth year, the evaluation of a probationary faculty member will determine his/her eligibility for the awarding of tenure.

#### **A.1 Retention Procedure**

- i. The applicant shall prepare a dossier that includes an updated resume. All eligible faculty members are responsible for the completeness of all required items to be included in the dossier. Where required items are not provided, it is the responsibility of the faculty member to include a signed statement in the dossier indicating why such documentation is not included.
- ii. Applications for retention shall be submitted to the chairperson. A list of all materials contained in the dossier will be developed by the applicant to be signed by both the applicant and the chairperson. The chairperson shall certify the inclusion in the dossier of the materials on the list. Copies of the signed list will be made for the chairperson and the applicant and the original shall remain with the dossier.

## A.2 Probationary Evaluation for Retention

Each probationary faculty member's evaluation shall be initiated within his department by a date established by the department chair to determine if the faculty member is fit for reappointment and the continued pursuit of tenure. In the event retention is denied to a faculty member, appropriate written notice of the non-renewal of the probationary appointment shall be given and the faculty member's appointment will terminate on the effective date stated. The appointment of a probationary faculty member not recommended for reappointment after the initial evaluation will terminate on the last work day of that academic year. The employment of a faculty member whose appointment is not recommended for renewal in the third through the fifth years of the probationary appointment will terminate on the last work day of the subsequent academic year. The written notice of non-renewal of a probationary appointment should be issued by **April 1** of the academic year in which the evaluation is made.

## A.3 Levels of Review

Each probationary faculty member shall be evaluated and/or reviewed annually by the appointed committees and officials listed below for retention during the probationary period. 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 retention 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 any phase, which shall be taken into consideration at the next level of review. **The final appeal, if necessary, in the retention process shall be to the chancellor, provided his/her decision is in agreement with the recommendation of the RTP. Upon review of the appeal, the chancellor's decision shall serve as the final action if it agrees with the recommendation of the RTP; otherwise, the affected faculty member can appeal up to the Board of Supervisors.**

### 1. **Department Retention, Tenure and Promotion Committee Evaluation**

- a. Each probationary faculty member shall be evaluated by the Retention, Tenure and Promotion (RTP) Committee in his department or academic unit using the criteria published for this purpose.
- b. Upon receipt of the applications, the department chairperson shall convene a departmental RTP committee to evaluate the prospective candidate and make recommendations to the chairperson for his review and recommendation. The department's RTP Committee shall be composed of all the tenured faculty members from the academic unit who do not also serve on the RTP Committee for the college or school.

- c. For small departments with insufficient tenured faculty to serve, tenured faculty members shall be drawn from other departments within the applicant's college. The committee, based on its evaluation, shall assign points to each of the criteria, and the total points accumulated shall be recorded on the appropriate form. Upon completion of the review, the chair of the RTP Committee shall notify the applicants of the results, in writing, and forward recommendations, in writing, along with all supporting documents to the departmental Chairperson on or before the date established by the department chair. Negative recommendations may be appealed to the department chair by the date established by the department chair.

## **2. Department Chairperson's Review and Evaluation**

- a. The department chairperson shall receive the department RTP Committee's recommendation and, considering it, will conduct his evaluation of each probationary faculty member.
- b. The chairperson will make his recommendation based on his review of all supporting documents. Upon completion of the review, the Chairperson shall notify the applicants of the results, in writing.
- c. The application and all supporting documents, together with evaluations and recommendations of the department committee and the chairperson, shall then be submitted by **October 15<sup>th</sup>** to the dean of the appropriate college or division for the College/School RTP Committee's evaluation and recommendations. Negative recommendations by the department chairperson may be appealed to the College/School RTP Committee, via the dean by the tenth work day following receipt of written notification.

## **3. College/School Retention, Tenure and Promotion Committee Evaluation**

- a. The dean shall forward all recommendations, evaluations and documentation received from the department chairpersons and all applicants' appeals to the College/School RTP Committee. A minimum of five (5) committee members shall be elected at the start of each academic year from the ranks of the tenured faculty members within the College/School. Each academic department in the college/school 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 College/School RTP Committee.
- b. The RTP Committee shall examine the applications, the supporting documents, and the evaluations and recommendations of the department RTP committee and chairperson to determine the eligibility of probationary faculty for retention in accordance with established criteria. The College/School RTP Committee's evaluations and recommendations shall then be submitted by the chair of the College/School RTP Committee by **November 15<sup>th</sup>** to the dean.

Negative recommendations may be appealed to the dean by a date determined to be the tenth day following the receipt of written notification.

**4. Dean's Review and Evaluation**

The dean shall conduct his evaluations and render recommendations, based on his review of all the supporting documents and recommendations from previous levels of review and appeals from retention applicants. Upon completion of his evaluation, the dean shall notify applicants and the chief academic officer of the results, in writing, by **December 15<sup>th</sup>**. Copies of the notification shall be forwarded to the appropriate department chair. Negative recommendations may be appealed to the Vice Chancellor for Academic Affairs by the tenth workday following written notification.

**5. Vice Chancellor for Academic Affairs Review and Evaluation**

The chief academic officer shall make his assessment considering the application, the supporting documents, the evaluations and recommendations of the department committee, the chairperson and the College/School RTP Committee and dean and all appeals received from retention applicants. The chief academic officer's recommendations shall be submitted to the Chancellor of the campus by **January 30<sup>th</sup>** of each academic year. The retention applicants shall also be notified of the outcome with copies to the appropriate deans and department chairpersons. Negative recommendations may be appealed to the Chancellor by the tenth workday following written notification.

**6. Chancellor's Review and Evaluation**

The chancellor shall conduct his review and evaluation the submitted dossiers. In the event a retention candidate receives a positive recommendation, he shall be so notified, in writing, with copies to the appropriate chairperson, the dean and the chief academic officer. If a candidate receives a negative recommendation, the candidate shall be notified, in writing, with the reasons stated. Copies of the notification shall be transmitted to the appropriate chairperson, the dean and the chief academic officer. The notification shall specify the effective termination date (see Section C below). The written notice of non-renewal of a probationary appointment should be issued by **April 1** of the academic year in which the evaluation is made. **The Chancellor's decision shall serve as the final action required in the retention review process, if it is congruent with the RTP recommendation. Otherwise, the affected faulty member can appeal up to the Board of Supervisors.**

B. Evaluation Guidelines for Retention of Probationary Faculty

Probationary faculty members are those with tenure-track appointments, but who are not yet tenured. For tenure-track faculty, the annual evaluation provides an assessment of their performance and develops information concerning their progress toward promotion and/or tenure. It communicates their areas of strength and alerts faculty members to performance deficiencies at the earliest possible time.

Each academic department shall prepare and submit through its administrative hierarchy for approval, a plan for the annual evaluation for the retention of faculty members with probationary appointments. The tenured members of the faculty in each department shall participate in the development of the department's retention plan and evaluation procedures. The process should provide evaluators with the opportunity to express concerns, observations and recommendations in writing regarding the probationary faculty member's performance in a manner intended to enhance the faculty member's chances of achieving tenure and/or promotion. The absence of a negative evaluation is not a guarantee of being retained or for the granting of tenure or promotion. Occasionally, the evaluation will result in termination of the individual's appointment prior to the critical year. Where appropriate, notice of termination will be given in accordance with provisions in the Faculty Handbook.

Each department shall develop and implement an evaluation and retention plan with procedures, programs and incentives identified that support Southern University's commitment to engaging a competent faculty that is diverse. Academic units will develop and implement a plan for the evaluation and retention of probationary faculty. The plan shall:

1. Provide for the annual evaluation of all probationary faculty who have completed one full academic term/year at Southern University.
2. Require all probationary faculty to submit evaluation dossiers for retention consideration.
3. Encourage and promote contact between junior (probationary) and senior (tenured) faculty.
4. Identify a mentoring process to foster the development of new faculty to their fullest potential and provide the means to maximize their success at Southern University.
5. Incorporate evaluation factors from the faculty tenure and promotion procedures to ensure that probationary faculty move progressively toward tenure and/or promotion goals annually.
6. Explain the role of diversity in the evaluation process.
7. Provide for an interim review of probationary faculty during the initial year of the appointment by senior faculty and/or the department chair to determine continuation based upon a demonstrated collegiality, fitness,

cooperativeness and/or overall performance. Program needs should be included as a factor for consideration.

8. Provide a means for the resultant annual assessment to be used in setting probationary faculty members' performance expectations for the ensuing academic year so as to guide the faculty member in areas in which improvement may be needed.
9. Provide the opportunity to develop changes in responsibilities assigned probationary faculty that reflect the strengths of the individual and needs of the university.
10. State notice requirements to be utilized in issuing notices of retention and non-retention published in the Faculty Handbook.
11. Provide details of performance expectations for the ensuing years for faculty whose appointments will continue.

C. Evaluation Criteria for Retention

In the interest of maintaining a strong faculty, serious consideration is given to the following in determining the progress made by a candidate in pursuit of tenure:

1. Teaching excellence,
2. Personal professional development,
3. Research, publications, and creative activities,
4. University service,
5. Professional activities, and
6. Student mentoring, including advisement.

## **4.7 Academic Tenure**

A. Definition of Tenure

Academic tenure is not a prerequisite to academic freedom, for academic freedom is the right of all members of the academic community. Tenure is a means of making the teaching profession attractive to persons of ability and constitutes only one important protection of academic freedom.

The traditional protection afforded by tenure against unwarranted dismissal of teachers has validity. Tenure is not, nor should it be, a shield for mediocrity, incompetence, or academic irresponsibility. Tenure must be earned, not given.

The granting of academic tenure shall be based on merit in accordance with established criteria, with the interest of the University being served maximally by such action.



Religion, national origin, race, gender, handicap or age shall not be factors in the evaluation of an applicant for academic tenure.

The University subscribes to the principles of tenure for academic staff as set forth in the following statement of the American Association of University Professors:

**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.**

B. Provisions of Tenure

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

1. 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.
2. Indeterminate tenure shall be earned by full-time probationary academic personnel with respect to academic rank only.
  - a. Administrators shall not earn tenure except in their capacity as members of the faculty.
  - b. Faculty members at the rank of instructor shall be on annual appointment and shall not be eligible for tenure. While ineligible for tenure, years served may count toward tenure once the individual has achieved a probationary appointment at the rank of assistant professor.
  - c. Assistant professors, or the equivalent, shall be eligible for tenure after serving the established probationary period (**see Section 3 below**).
  - d. Faculty members promoted to the rank of associate professor, professor, or equivalent shall be awarded indeterminate tenure and shall be formally notified in writing within thirty (30) days of Board action.
  - e. Faculty members initially employed at the rank of associate professor or equivalent shall serve a probationary period of three years
  - f. Faculty members initially employed at the rank of professor or equivalent shall serve a probationary period of two years.
  - g. Faculty members appointed to the rank of professor or associate professor while being paid from a grant or contract for services may not be granted indeterminate tenure, but may be granted limited tenure, not exceeding the duration of the grant or contract.

3. Full-time academic personnel below the rank of associate professor or equivalent shall serve a probationary period not to exceed seven years. For the purpose of computing the maximum seven-year probationary period, service at all ranks may be included. However, 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.
  - a. At the end of the fifth year of service, such faculty members shall be evaluated for the purpose of determining eligibility for tenure.
  - b. At the end of the sixth year, the results of each individual's evaluation shall be provided to that individual. In the event tenure is to be denied to an assistant professor, twelve months written notice of termination shall be given effective at the end of the subsequent academic year. In the event tenure is to be awarded, affected faculty members shall be informed in writing.
  - c. For the purpose of the probationary period, credit may be given for up to 4 years for prior service within the Southern University System. Credit may be given for up to three years for prior service at other institutions at the discretion of the Board. A probationary faculty member must serve at least two years in the tenure track position to be eligible to apply for tenure, when service credit is granted.
  - d. Recommendations of those to be considered for tenure shall originate in the various academic departments. The departmental committee of all the tenured faculty shall evaluate the prospective candidate and make recommendations to the chairperson.
4. Tenured faculty members shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency or discontinuation of their program or department. The termination of tenure due to program or departmental discontinuation does not apply to faculty members who earned tenure before October 1995. Tenured faculty who face termination or who have been terminated due to program or departmental discontinuation 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.
5. The provisions of this policy are as follows:
  - a. All persons holding tenure on the effective date of this policy shall retain their tenure.
  - b. Faculty members not now tenured but were employed must achieve tenure status within the time frames provided in current guidelines governing tenure for the respective ranks.

- c. This revised policy is applicable to all persons employed subsequent to June 30, 1997.
- d. Within thirty (30) days of the effective date of this policy, each tenured faculty member in each affected institution shall be notified of his/her tenure status. Within the same time period, each non-tenured faculty member shall be informed of his/her non-tenure status and shall be informed of existing tenure policy affecting him/her.

#### C. Procedures for Recommending Academic Tenure

All faculty members whose employment in the Southern University and A&M College System takes place after June 30, 1976, shall normally serve a probationary period before they can be evaluated for tenure. In accordance with the *Bylaws and Regulations* of the Southern University Board of Supervisors, the Board may, under extraordinary circumstances and upon proper recommendations, waive the probationary period. When applicable, the probationary period for each academic rank is listed as follows:

1. Assistant Professor--At this level the faculty member must serve a probationary period of five years, the evaluation for tenure will take place during the sixth year (the critical year). At the end of the sixth year, if tenure is to be denied, written notice of termination, to be effective at the end of the subsequent academic year, will be given. In the event tenure is to be awarded, the faculty member must be informed in writing. At the rank of assistant professor a faculty member can receive tenure by being promoted to associate professor, which provides automatic tenure and written notification thereof within thirty (30) days of the Board of Supervisor's action.
2. Associate Professor--Faculty members initially employed at the rank of associate professor shall serve a three year probationary period, and the evaluation for tenure will take place during the fourth year (the critical year). At the end of the fourth year, if tenure is to be denied written notice of termination, to be effective at the end of the subsequent academic year, will be given. If tenure is to be awarded, written notice will be given.

At the rank of associate professor a faculty member can receive tenure by being promoted to professor, which provides automatic tenure and written notification thereof within thirty (30) days of the Board of Supervisor's action.

3. Professor--Persons initially employed as full professors shall serve a two-year probationary appointment within the Southern University System, and the evaluation for tenure will take place during the third academic year (the critical year). At the end of the third year, in the event tenure is to be awarded, the faculty member will be informed in writing. If tenure is to be denied, written notice of termination, to be effective at the end of the subsequent academic year, will be given.
4. The tenure applicant shall include an updated resume in his/her dossier. All eligible faculty members are responsible for the completeness of all required

items to be included in the dossier. Where required items are not provided, it is the responsibility of the faculty member to include a signed statement in the dossier indicating why such documentation is not included.

5. Application for tenure shall be submitted to the chairperson. A list of all materials contained in the dossier will be developed by the applicant to be signed by both the applicant and the chairperson to certify the inclusion of the materials. Copies of the signed list will be made for the chairperson and the applicant. The original shall remain in the dossier.

#### D. Tenure Evaluation Process

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

#### E. Levels of Review

Each tenure applicant shall be evaluated and/or reviewed by the appointed committees and officials listed below. 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 any phase, which shall be taken into consideration at the next level of review.

#### **1. Department Retention, Tenure and Promotion Committee Evaluation**

- a. Each tenure applicant shall be evaluated by the Retention, Tenure and Promotion (RTP) Committee in his department or academic unit using the criteria published for this purpose.
- b. Upon receipt of tenure applications, the chairperson shall convene the department RTP Committee, who shall evaluate the candidate and make recommendations to the chairperson for his/her review and recommendation. The department's RTP Committee shall be composed of all the tenured faculty from the academic unit who do not also serve on the RTP Committee for the College.
- c. For small departments with insufficient tenured faculty to serve, tenured faculty members shall be drawn from other departments within the

college of origin of the applicant. Upon completion of the review, the chair of the department's RTP 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 the date established by the department chair, in consultation with the faculty. Negative recommendations may be appealed to the chairperson by the tenth workday following the receipt of written notification.

## **2. Department Chairperson's Review and Evaluation**

- a. The department chairperson shall receive the department RTP Committee's recommendation and all appeals from tenure applicants. The department chairperson will conduct his evaluation of each tenure applicant.
- b. After receipt of the department RTP Committee's recommendation, the chairperson makes his recommendation based on his review of all supporting documents. Upon completion of the review, the Chairperson shall notify the applicants of the results, in writing. Negative recommendations may be appealed to the College/School RTP Committee, via the dean by the tenth workday following written notification.
- c. The applications and all supporting documents, together with evaluations and recommendations of the departmental committee and the chairperson, shall then be submitted by **October 15<sup>th</sup>** to the dean of the appropriate college/School for the College/School RTP committee's evaluation and recommendation.

## **3. College/Division Retention, Tenure and Promotion Committee Evaluation**

- a. The dean shall forward all recommendations, evaluations and documentation received from the department chairpersons and all appeals from tenure applicants to the College/School RTP Committee. 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 college/school, and two shall be recommended by the Faculty Senate. Each academic department in the college 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 College/School RTP Committee.
- b. The Committee shall examine the application, the supporting documents, and the evaluations and recommendations of the department and chairperson to determine the applicant's eligibility

for tenure in accordance with established criteria. The College/School RTP Committee evaluations and recommendations shall then be submitted by the chair of the College/School RTP committee by **November 15<sup>th</sup>** to the dean. Negative recommendations may be appealed to the dean by the seventh workday following the receipt of written notification.

#### **4. Dean's Review and Evaluation**

The dean shall conduct his evaluations and render recommendations, based on his review of all supporting documents and recommendations from previous levels of review and appeals from tenure applicants. Upon completion of his review, the dean shall notify the applicants and the chief academic officer of the results, in writing, by **December 15<sup>th</sup>**. Copies of the notification shall be forwarded to the appropriate department chair. Negative recommendations may be appealed to the Vice Chancellor for Academic Affairs by the tenth workday following the receipt of written notification.

#### **5. Vice Chancellor for Academic Affairs Review and Evaluation**

The chief academic officer shall assess the applications, the supporting documents, the evaluations and recommendations of the departmental committee, the chairperson, the College/School RTP committee, the dean and appeals received from tenure applicants. The chief academic officer will assemble the Retention, Tenure and Promotion Appeals Committee to deliberate on appeals by **January 15<sup>th</sup>** of each academic year. The chief academic officer's recommendations shall be submitted to the chancellor of the campus by **January 30<sup>th</sup>** of each academic year. The tenure applicant shall also be notified, with copies to the appropriate dean and department chairperson. Negative recommendations may be appealed to the Chancellor by the tenth workday following receipt of written notification.

#### **6. Chancellor's Review and Evaluation**

After conducting his review of the submitted dossiers, the Chancellor shall then make his/her evaluations and submit recommendations to the **President by February 25<sup>th</sup>** of each academic year.

#### **7. The President's Review and Evaluation**

The President shall make evaluations and submit his/her recommendations for tenure to the Board of Supervisors. 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 in which action was taken.

## F. Criteria for Tenure

A candidate for tenure must have a probationary appointment and be the holder of the terminal degree in his/her teaching discipline or possess exceptional credentials in lieu thereof. 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 and professional development;
3. Research, publications, and creative activities;
4. University service;
5. Professional activities; and
6. Student mentoring, including advisement.

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

- a. A completed application from the faculty member with supporting documents, such as list and copies, when applicable of publications, presentations, exhibits, etc, and proper signatures.
- b. 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 from the past successive three years.
- c. A summary of student evaluations of faculty member from the **past successive three years or past successive two years for faculty members hired at the rank of professor.**
- d. Completed evaluation forms from other tenured members of the faculty regarding the faculty member's performance (Peer Evaluation) for the past successive three years.

While all criteria cited above are important and will be considered when evaluating applicants for tenure, it is required that each faculty member will achieve a minimum of eighty (80) percent of the total number of points available for teaching excellence.

**Additionally, candidates for tenure must achieve a minimum number of points for the criterion entitled research, publications, and creative activities as follows:**

Assistant Professor- **6** points;  
Associate Professor-**15** points; and  
Professor-**18** points.

**Associate Professors who are candidates for tenure must achieve 10 of the 15 points for refereed publications and/or significant creative productions as judged by a panel of peers in the discipline as being of exceptional quality.**

**Professors who are candidates for tenure must achieve 12 of the 18 points for referred publications and/or significant creative productions as judged by a panel of peers in the discipline as being of exceptional quality**

The remaining points may be **derived from any combination of points** resulting from documented achievements through involvements with the other subcomponents contained in the criteria. The minimum number of points required for each of the other criterion and complete information on the distribution of points for sub-components of each criterion are contained in **Appendices B,C,D, and E.**

**The provisions of this policy shall not be retroactive, therefore:**

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 after 1998 and before the effective date of this policy (July 1, 1976; revised 2005).

Within thirty (30) days of the effective date of this policy, each tenured faculty member shall be notified of his/her tenure status. Within the same time period, each non-tenured faculty member shall be informed of his/her non-tenure status and shall be informed of existing tenure policy affecting him/her.

## **4.8 Academic Promotion**

Promotion from one academic rank to the next shall be based on merit in accordance with established criteria, 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, national origin, race, sex, or age shall not be factors in the evaluation of an application for promotion. It is the responsibility of the faculty member to determine whether he or she is eligible for promotion consideration. The Board of Supervisors has the ultimate responsibility for promoting or denying promotion to academic personnel. Under exceptional circumstances, with proper recommendations at all levels, the Board may waive the probationary period for promotion.

### **A. Promotion Procedure**

1. The applicant for promotion shall include an updated resume in his/her dossier. All eligible faculty members are responsible for the completeness of all items to be included in the dossier. Where required items are not provided, it is the responsibility of the faculty member to include a signed statement in the dossier indicating why such documentation is not provided.



2. Application for promotion shall be submitted to the Chairperson. A list of all materials contained in the dossier will be developed by the applicant to be signed by both the applicant and the Chairperson to certify inclusion. Copies of the signed list will be made for the Chairperson and the applicant. The original shall be included in the dossier.

## B. Promotion Evaluation Process

Each probationary faculty member's evaluation shall be initiated within his department to determine the faculty member's eligibility for promotion. In the event promotion is denied to a faculty member, appropriate written notice shall be given. The written notice of denial should be issued by **April 1<sup>st</sup>** of the academic year in which the evaluation is made.

## C. Levels of Review

Each promotion applicant shall be evaluated and/or reviewed by the appointed committees and officials listed below. In case of negative recommendation at any level of the review process, a statement setting forth the reason(s) for disapproval must be attached to the promotion 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 appeal to a negative evaluation at any phase, which shall be taken into consideration at the next level of review.

### **1. Department Retention, Tenure and Promotion Committee Evaluation**

- a. Each applicant for promotion shall be evaluated by the Retention, Tenure and Promotion (RTP) Committee in his department or academic unit using the criteria published for this purpose.
- b. Upon receipt of the applications, the chairperson shall convene the departmental RTP committee to evaluate the prospective candidates for promotion and make recommendations to the chairperson for his/her review and recommendation. Only the tenured members of the department's RTP Committee above the rank of the applicant and who do not also serve on the RTP Committee for the College/School shall evaluate the promotion application.
- c. For small departments with insufficient tenured faculty to serve, tenured faculty members shall be drawn from other departments within the applicant's college. Upon completion of the review, the chair of the department RTP committee shall notify the applicants of the results, in writing, and forward the committee's written recommendations, along with all supporting documents to the department chairperson on or before the date established by the department and that provides at least 10 workdays for filing an appeal.

## **2. Department Chairperson's Review and Evaluation**

- a. The department chairperson shall receive and review the department RTP Committee's recommendation and all appeals from promotion applicants. The department chairperson will conduct an evaluation of each applicant.
- b. The chairperson makes his/her recommendation based on his/her review of all supporting documents. Upon completion of the review, the Chairperson shall notify the applicants of the results, in writing.
- c. The applications and all supporting documents together with evaluations and recommendations of the departmental committee and the chairperson shall then be submitted by **October 15<sup>th</sup>** to the dean of the appropriate college or division for the College/School RTP committee evaluations and recommendations. Negative recommendations by the department chair may be appealed to the College/School RTP committee by the tenth workday following receipt of written notification.

## **3. College/School Retention, Tenure and Promotion Committee Evaluation**

- a. The dean shall forward all recommendations evaluations and documentation received from the department chairpersons and all applicants' appeals to the College/School RTP committee. A minimum of five Committee members, above the rank of the applicant, shall be elected at the start of each academic year from the ranks of the tenured faculty members within the College/School and two (2) shall be recommended by the Faculty Senate. Each academic department in the college 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 College/School RTP Committee.
- b. The RTP Committee shall examine applications, supporting documents, and evaluations and recommendations of the department RTP committee and department chairperson to determine the eligibility of faculty for promotion in accordance with established criteria. The College/School RTP committee's evaluations and recommendations shall then be submitted by the chair of the College/School RTP committee by **November 15<sup>th</sup>** to the dean. Negative recommendations may be appealed to the dean by the second workday following the receipt of written notification

#### **4. Dean's Review and Evaluation**

The dean shall conduct his evaluations and recommendations, based on his review of all supporting documents and recommendations from previous levels of review and all appeals from promotion applicants. Upon completion of his evaluation, the dean shall notify applicants and the chief academic officer of the results, in writing by **December 15<sup>th</sup>**. Copies of the notification shall be forwarded to the appropriate department chair. Negative recommendations may be appealed to the Vice Chancellor for Academic Affairs by the tenth workday following the receipt of written notification.

#### **5. Vice Chancellor for Academic Affairs Review and Evaluation**

The chief academic officer shall assess the applications, supporting documents, evaluations and recommendations of the departmental committee, the chairperson, the College/School RTP committee, the dean and all appeals received from promotion applicants. The chief academic officer's recommendations shall be submitted to the Chancellor of the campus by **January 30<sup>th</sup>** of each academic year. The promotion applicant shall also be notified of the outcome, with copies to the appropriate dean and department chairperson. Negative recommendations may be appealed to the Chancellor by the tenth workday following the receipt of written notification.

#### **6. Chancellor's Review and Evaluation**

After conducting his/her review of the supporting documents, the evaluations and recommendations of the departmental committee, the chairperson, the College/School RTP committee, dean, the Vice Chancellor for Academic Affairs and all appeals received from promotion applicants, the Chancellor shall then make his evaluations and submit recommendations to the **President by February 25<sup>th</sup>** of each academic year.

#### **7. The President's Review and Evaluation**

The President shall make evaluations and submit his recommendations for promotion to the Board of Supervisors. 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 in which action was taken by the Board.

#### **Materials in support of an application for promotion shall include:**

- a. copies of students' evaluations of the faculty member for the last three (3) successive years;
- b. copies of the peer evaluations of the faculty member for the last three (3) successive years;

- c. copies of the chairperson's evaluations of the faculty member for the last three (3) successive years;
- d. copies of reprints of refereed publications resulting from research, printed materials that substantiate involvement in creative activities, participation in workshops, seminars, professional organizations, etc.;
- e. documentation of honors, awards, recognitions bestowed or received;
- f. any other documents of professional merit that will facilitate a decision on the request for promotion.

**When the applicant for promotion is the department chair, the following shall also be included in the dossier:**

- a. copies of the faculty evaluations of the chairperson for the last three (3) successive years when the chairperson is being considered for promotion in rank;
- b. copies of the academic dean's evaluation of the chairperson for the last three (3) successive years when the chairperson is being considered for promotion in rank;

Faculty promotion forms and an information sheet can be obtained from the Office of Academic Affairs.

To minimize subjectivity in the evaluation process, evaluators (the departmental committee through the College Retention, Tenure and Promotion Committee), where applicable, shall assign points in accordance with Appendix B, C, D and E, *"A Guide for Quantitative Evaluation: Promotion and Tenure."*

## **B. Promotion Criteria**

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

- 1. Teaching excellence,
- 2. Research, publications, and creative activities,
- 3. Professional training and experience,
- 4. Professional activities,
- 5. University activities,
- 6. Student mentoring, including 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 shall achieve a minimum of eighty percent (32 points) of the total number of points available for teaching excellence.**
- ❖ Additionally, candidates for promotion to the ranks of associate professor and professor must achieve a **minimum of sixty percent (15 points) and seventy-two percent (18 points), respectively, of the total number of points (25) available for the criterion entitled research, publications and creative activities.**
- ❖ For the rank of associate professor, candidates **must achieve 15 of the 20** points for ***refereed publications*** and significant creative productions as judged by a panel of the applicant's peers.
- ❖ For the rank of professor, candidates **must achieve 12 of the 18** points for ***refereed publications*** and creative productions as judged by a panel of the applicant's peers.
- ❖ The remaining percentage may be derived from any combination of points resulting from documented achievements as a result of involvements with the subcomponents contained under the criteria (see Appendixes **B, D, and E**).
- ❖ The minimum number of points required for each of the other criteria and complete information on the distribution of points for subcomponents of each criterion are also found in the appendix.

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, and of national competitiveness standards;
  - d. utilizes applicable instructional methods;
  - e. motivates student not only to master course materials but to work beyond minimum class requirements;
  - f. maintains high standards and applies them fairly;
  - g. evaluates students' performance justly;
  - h. uses evaluations to improve teaching effectiveness;
  - i. presents materials in an understandable manner that holds students' attention;
  - j. respects the rights of students;
  - k. meets classes promptly and regularly; and
  - 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 course work as well as such informal study as may be gained by travel and similar experiences;
- 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; and
- d. active membership in professional organizations.

#### 5. University Service

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

- a. sponsorship of campus organizations;
- b. committee membership;
- c. development and implementation of new and revised curricula; and
- d. acting as consultant for or participating in the programs of University in areas outside the faculty member's assigned responsibility.

#### 6. Mentoring, including Advisement

Mentoring, including 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 students' development and welfare; and
- e. makes available his/her experience and maturity.

Please consult “Scholarly Guideposts for Junior Faculty,” published in 2000 by Quality Education for Minorities (QEM) Network, for fundamental information on mentoring.

### C. Experience and Training Requirements

Instructors at the University are eligible to apply for advertised faculty positions at the rank of Assistant Professor or higher. Instructors considered as viable candidates for such appointments would be the holder of the masters’ degree or its equivalent and shall provide evidence that the terminal degree is being pursued in an organized program of study in his teaching discipline and would provide a projected date for completion of all requirements for the degree substantiated in writing by his major professor or advisor.

**Assistant professor to Associate professor**--Application for promotion shall be **made and considered only after four years (i.e. apply for promotion in the fifth year) of service have been completed in a probationary appointment at the University at the rank of assistant professor.** It is required that an assistant professor considered for promotion would be the holder of the terminal degree in his/her teaching discipline or possess exceptional credentials in lieu thereof.

**Associate professor to Professor**--Application for promotion shall be made **only after four years (i.e. apply for promotion in the fifth year) of service have been completed in a probationary appointment at the University at the rank of associate professor.** It is required that an associate professor considered for promotion would be the holder of the terminal degree in his/her teaching discipline or possess exceptional credentials in lieu thereof.

#### **Materials in support of an application for promotion shall include:**

- a. copies of students’ evaluations of the faculty member for the last three (3) successive years;
- b. copies of the peer evaluations of the faculty member for the last three (3) successive years;
- c. copies of the chairperson’s evaluation of the faculty member for the last three (3) successive years;
- d. copies of reprints of refereed publications resulting from research,

printed materials that substantiate involvement in creative activities, participation in workshops, seminars, professional organizations, etc.

- e. documentation of honors, awards, recognitions bestowed or received;
- f. any other documents of professional merit that will facilitate a decision on the request for promotion.

**When the applicant for promotion is the department chair, the following shall also be included in the dossier.**

- a. copies of the faculty evaluations of the chairperson for the last three (3) successive years when the chairperson is being considered for promotion in rank;
- b. copies of the academic dean's evaluation of the chairperson for the last three (3) successive years when the chairperson is being considered for promotion in rank.

Faculty promotion forms and an information sheet can be obtained from the Office Academic Affairs.

To minimize subjectivity in the evaluation process, evaluators (the departmental committee through the College Retention, Tenure and Promotion Committee), where applicable, shall assign points in accordance with Appendices B, D or E, "*A Guide for Quantitative Evaluation: Promotion and Tenure*."

## **4.9 Termination of Employment**

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

### **A. Cause and Establishment of An Investigatory Panel**

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 or failure to perform duties in a professional manner.

The formal hearing for a faculty member with indeterminate tenure recommended for discharge or termination will be preceded by: (1) discussion between the faculty member and the appropriate administrative officer in the academic unit or university originating the complaint with an eye toward a mutual settlement; (2) informal inquiry by a duly elected faculty committee chosen by faculty within the academic unit; and (3) a statement of charges by the chancellor or his/her designee.



If no mutual settlement is reached from the discussions, then a formal hearing by an investigatory panel composed entirely of faculty members will be held whenever the complaint lodged against a tenured faculty member could lead to termination for cause.

Within ten working days after the findings of the elected faculty committee are made known to the chancellor and no mutual settlement has been made, the chancellor shall cause to be established an investigatory panel to conduct a formal hearing.

The investigatory panel shall be comprised of seven (7) faculty members of which two (2) shall be appointed by the chief academic officer of the campus, four (4) by the Faculty Senate or its equivalent, and one (1) by the chancellor. The presiding officer of 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 anyone or several of the above fail or refuse to appoint the required representatives to the panel, the appointments shall be made by the System 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 to the chancellor of the concerned campus within ten (10) working 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 to him/her by the chief academic officer, formulate recommendations, and submit them to the president. The chancellor shall transmit his/her recommendations to the accused faculty member at the same time.

The president shall review the entire record, and shall within ten (10) working days make whatever disposition is warranted by the evidence, and he/she shall report his/her findings and actions, in writing, to the concerned faculty and the Southern University Board of Supervisors.

#### B. Procedure by the Investigatory Panel

A formal hearing for dismissal will be preceded by a statement of reasons; therefore, and the individual concerned will have the right to be heard initially by the elected faculty hearing committee. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two (2) challenges without stated cause.

1. Pending a final decision by an investigatory panel the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself/herself or others is threatened by his/her continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the institution's hearing procedures, the administration will consult with the Faculty Grievance Committee concerning the propriety, the length, and the other

conditions of the suspension. A suspension which is intended to be final is a dismissal, and will be treated as such. Salary will continue during the period of the suspension.

2. The panel may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (i) simplify the issues, (ii) effect stipulations of facts, (iii) provide for the exchange of documentary or other information, and (iv) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious.
3. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.
4. The panel, in consultation with the chief academic officer and the faculty member, will exercise its judgment as to whether the hearing should be public or private.
5. During the proceedings the faculty member will be permitted to have an academic advisor and counsel of his/her own choice.
6. At the request of either party or the panel, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer
7. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost, at the faculty member's request
8. The burden of proof that adequate cause exists rests on the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
9. The hearing panel will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
10. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the panel in securing witnesses and making available documentary and other evidence.
11. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the panel determines that the interests of justice require admission of their statements, the panel will identify the witnesses, disclose their statements, and if possible provide for interrogatories.

12. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.
13. The panel will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
14. The findings of fact and the decision will be based solely on the hearing record.
15. For private hearings, except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the governing board of the institution. The chancellor, through the vice chancellor for academic affairs, and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.
16. If the panel concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the vice chancellor for academic affairs. If the panel concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend with supporting reasons. The vice chancellor for academic affairs shall attach his/her comments to the recommendations and send them to the Chancellor.

#### **C. Financial Exigency or Discontinuation of Program**

Board of Supervisors' policy on financial exigency is included in Appendix G.

#### **D. Medical Reasons**

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by an appropriately appointed committee, a majority of whom will be recommended by the Faculty Senate, before a final decision is made by the Board of Supervisors on the recommendation of the administration.

The faculty member will be given severance notice as prescribed in Section 4.9.

#### **E. Administrative Review**

Any proposed 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, a majority of whom shall be recommended by the Faculty Senate, 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 remaining members of the committee of tenured faculty shall be appointed by the chief academic officer and approved by the chancellor who is provided with complete information pertaining to the matter under consideration. 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.

Following a decision not to reappoint an individual for other than cause, the University will make every effort to assist the affected faculty member to secure a suitable position elsewhere.

If within a period of three years from the date of termination there should become available at the University a position for which a faculty member terminated because of financial exigency is suited, that faculty member will be offered the position and will be given a reasonable period of time in which to accept or to reject the offer.

#### **F. Action by the Governing Board**

If dismissal or other severe sanction is recommended, the president will, on request of the faculty member, transmit to the governing board the record of the case. The governing board's review will be based on the record of the committee hearing, and at its option, provide the opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decision of the hearing committee will either be sustained, or the proceeding returned to the committee with specific directions. The Committee will then reconsider, taking into account the stated directions and receiving new evidence if necessary. The governing board will make a final decision only after a review of the committee's reconsideration.

#### **G. Procedures for Imposition of Sanctions Other than Dismissal**

1. If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction.
2. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis for the proposed sanction and provide the faculty member with an opportunity to persuade the administration not to impose the proposed sanction. A faculty member who believes that a major sanction has been

incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, pursuant to Section 5.11, petition the faculty grievance committee for review and action as may be appropriate.

#### **4.10 Notification of Termination**

- A. Temporary Faculty Members** -- No notice of termination is required for a temporary faculty position. The letter of appointment for such a position contains the termination date of the appointment, and no additional notice should be expected.
- B. Probationary Faculty Members** -- written notice of termination of a probationary faculty member shall be provided in accordance with the following schedule:
  - 1. No later than March 1 of the first academic year of service.
  - 2. No later than December 15 of the second academic year of service.
  - 3. At least twelve months before the expiration of an appointment after two or more years of service.
  - 4. A faculty member who has been denied reappointment may request that the reasons given for the non-renewal be confirmed in writing and that the matter be reviewed by a faculty committee not previously involved.
- C. Tenured faculty members** – when notice of the termination of a tenured faculty member is imminent, it must be preceded by a tenure review process which examines the cause for such termination as set forth in the policies and procedures of the Board of Supervisors.

#### **4.11 Resignation**

- 1. Except by agreement with the institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he has accepted an appointment.
- 2. A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notification of terms of his continued employment the following year, whichever date occurs later. When emergencies occur, a request to waive this requirement is in order.
- 3. Negotiations for appointments for the following fall semester should begin and 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 the University.
- 4. To permit a faculty member to give due consideration and timely notice to the University in the circumstances outlined, an offer of appointment for the following fall at another institution should not be made after May 1. The offer should be a "firm" one, not subject to contingencies.

## **4.12 Leaves of Absence**

### **A. Procedures**

University personnel may be granted leaves of absence when there is reason for doing so. Except in an emergency, requests for leaves of absence shall be made in writing on the appropriate form in sufficient time to obtain approval before the date the leave is to commence.

1. Failure to obtain authorization before leaving may be considered cause for disciplinary action and may result in the denial of any rebate which is due.
2. Forms for requesting leave of absence may be obtained from the departmental chairperson, immediate supervisor, or the Human Resources Office.
3. The completed form is submitted to the department head or immediate supervisor for action.
4. The form is transmitted to each level of authority until it reaches the officer having final authority to grant leaves. This officer shall act upon the form and shall expeditiously communicate the action to the originator of the request for leave.
5. When a request is disapproved, the disapproving officer shall communicate in writing to the applicant and to the officer at the next level of authority the reason for disapproval.
6. An applicant who expects to travel at University expense during the requested leave of absence should complete also a Travel Request Form (SU615) and submit it to the department head or immediate supervisor.
  - a. Travel funds are assured only with prior authorization by the vice chancellor for administration.
  - b. Such authorization is granted only upon certification by the Office of the Comptroller that funds are available in the account to which the charge will be made.
7. Compensation during periods of leave shall be in accordance with provisions stated in Executive Order #56 (January 1, 1974), Act 241 (1974 Regular Session), and Act 313 (1975 Regular Session), Chapter XI of the State Civil Service Rule. and Regulations and Part III, Chapter III, of the Bylaws and Regulations of the Southern University Board of Supervisors (October 20, 1984).

### **B. Types of Leave**

Leaves of absence fall into the following categories: academic, sabbatical, annual, sick, maternity, civil, emergency, special, military, compensatory, and other.

Full-time academic employees at the rank of instructor (or equivalent) or above who have completed three or more consecutive years of service on the campus may petition for academic leave for study leading to the terminal degree or independent study and research, the object of which is to increase professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each academic leave shall be stated, and a report of the accomplishments under each leave granted shall be made promptly upon return from academic leave.

Persons employed on a twelve-month basis are eligible for twelve months of leave with three-fourths (of yearly salary) pay or six months of leave with three-eighths (of yearly salary) pay if such persons have completed six consecutive years of service. Persons who have completed three years of consecutive service are eligible for leave benefits at one-half of the rate granted otherwise.

Persons employed on a nine-month basis are eligible for nine-months of leave with three-fourths (of the nine-months salary) pay or one-semester leave with three-eighths (of the nine-months salary) pay, provided that such persons have completed six consecutive years of service. Persons who have completed three consecutive years of service are eligible for leave benefits at one-half of the rate granted otherwise.

The chancellor shall, after receiving requests from the chief academic officer or other administrative heads, make recommendations for academic leave through the president to the Board.

Before the leave period, persons approved for leave shall be informed in writing of the status of their fringe benefits and the conditions of their leave.

**1. Academic Leave--**By executing a Permission to be Absent Form faculty members may secure authorization to be absent to attend professional meetings, to serve on committees, to engage in recruitment activities for the University, or to engage in other activities which may serve the interest of the University. The Board of Supervisors makes the following provision for leaves of longer action:

- a. 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.
- b. Every application shall specify:
  - (1) the period for which leave is requested,
  - (2) whether leave is requested for the purpose of professional or cultural improvement, or rest and recuperation,
  - (3) the precise manner, insofar as possible, in which such leave, if granted, will be spent,

- (4) the semesters spent in active service in the college from which leave is requested, and
  - (5) 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.
- c. 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 provisions listed above, shall have his/her applications rejected. All other applicants may have their applications granted provided that all leaves requested in such applications can be taken without violating the following provision: at no time during any semester of the academic year shall the number of persons on leave exceed five percent of the faculty, except in cases of sick leave, where these percentages may be exceeded.
  - d. 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 doctorates, official transcripts must be sent to the appropriate academic dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate dean by the individual, and, whenever possible, corroborated by the institution(s) concerned.
  - e. The normal compensation for the period of leave approved shall be at the rate of seventy-five percent 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 times at which salaries of the other members of the teaching staff are paid and in the same manner.
  - f. In accepting a leave of absence with pay, the faculty member shall be understood to assume a moral obligation to return to this University for at least one year of further service.

**Persons desiring leave under these provisions shall execute a Request for Leave of Absence Form-Southern University System.**

- 2. **Sabbatical Leave--** Members of the SUBR faculty with tenure at the time of submitting the application for sabbatical leave, and the rank of assistant professor or above, may be granted sabbatical leave after six complete academic years of continuous service at SUBR (continuous service shall not include leaves of more than two months). Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (which is appointed by the Vice Chancellor for Academic Affairs) and upon approval by the Vice Chancellor for Academic Affairs and the Chancellor. Recommendations will be forwarded to the President of the Southern University System and the Southern University Board of Supervisors, as appropriate. At no time during any semester of an academic year shall the



number of persons on sabbatical leave exceed five percent of the total faculty in any academic unit or the University.

**Purpose.** The primary purpose of a sabbatical leave is to enhance the faculty member's value to SUBR. Specifically, a sabbatical leave is to be used for one or more of the following purposes:

- A. Research, scholarship, creative work and/or study intended to result in publication, exhibition, presentation, innovation or invention.
- B. Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.
- C. Work toward an advanced degree.

**Period of Leave and Salary.** A sabbatical leave may be granted for the following periods and salary levels, depending on whether a nine- or twelve-month appointment is held by the faculty member or administrator with faculty status:

- A. one semester at full pay (9-month appointees)
- B. six months at full pay (12-month appointees)
- C. an academic year at half pay (9-month appointees)
- D. twelve months at half pay (12-month appointees)

Normally, sabbatical leaves will be taken over a period of consecutive months. When it is in the best interest of the University as determined by the Chancellor, the period of the sabbatical leave may be split such that it is not taken over a continuous time period. However, the sabbatical leave, from beginning to end must be completed within 18 months and cannot extend beyond the total approved time period.

**Additional Compensation.** Faculty members granted sabbatical leaves may be permitted to receive additional compensation for study and research if written approval for such compensation is granted by the Chancellor of SUBR. The following conditions apply:

- A. Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided the total compensation does not exceed the regular full-time salary rate as apportioned for the period of the leave, and provided that activities resulting from additional compensation are not in conflict with the purposes for which the sabbatical leave was granted.
- B. Normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the sabbatical leave program and comply with SUBR's policies governing outside employment.
- C. Grants or stipend adjustments to defray relocation cost reimbursements, cost-of-living allowances, and/or research expenses may be accepted, provided such reimbursements, allowances, and/or expenses are not for personal compensation.

D. Faculty members are encouraged to seek external funds (i.e., as from the host institution) to cover part or all of the cost of their salary and benefits during the sabbatical leave. While the acquisition of such funding is not part of the evaluation process, it clearly could lead to the granting of leaves that may not otherwise be possible because of fiscal constraints.

**Fringe Benefits.** The University will continue its contributions to health plans based upon existing coverage. The retirement contributions will be paid by the employee and employer upon completion of the leave providing the faculty member chooses to contribute. Appropriate leave shall accrue during the period of sabbatical leave if the leave is with pay, however, it shall not be vested until the leave ends and the faculty member returns to SUBR. If disability occurs during a sabbatical leave with full or part pay, the leave will terminate the day prior to the day upon which disability begins and sick leave benefits will start in accordance with personnel policies.

**Residence.** Faculty members on sabbatical leave are expected to choose a residence in a location which is appropriate to achieving the purposes of the sabbatical leave as described in *Section 2. Purpose*.

**Other Conditions.** The decision as to the acceptability of a sabbatical leave application will not be based on whether additional compensation may be received, but rather on the probability that the faculty member will enhance his or her value to SUBR. A sabbatical leave for teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the applicant's income. The benefit to SUBR shall be foremost in the consideration leading to approval of the leave.

**Annual Faculty Evaluation by Chairpersons.** Faculty members on sabbatical leave will be included in the annual University evaluation process. The performance evaluation by the faculty member's chairperson shall reflect the faculty member's achievement of the stated purpose and goals while on sabbatical leave.

**Obligations of Faculty Members.** Any faculty member taking sabbatical leave has the following obligations.

A. Sign an agreement or contract with the University stipulating that as a condition of the sabbatical leave, the faculty member will return to the active service of SUBR for at least one year after completion of the leave. The signed agreement or contract is required for a faculty member's position to be held open for his/her return. Failure to return to the University for the requisite period will require repayment of all monies received from SUBR, the sum of which will be deducted from the faculty member's terminal pay, last payroll check and/or through other legal means.

B. Within six weeks after returning, submit to the departmental chairperson an original and four (4) copies of a complete report of his or her activities while on

leave. The report should provide evidence that the purpose for which the leave was granted has been achieved. The copies shall be distributed to the Dean, Vice Chancellor for Academic Affairs, Chancellor and the chairperson of the SLEC.

**Application for Leave.** Six copies of an application shall be submitted to the SLEC, along with recommendations from the departmental chairperson and the dean. The application should present the benefits to be derived from the proposed leave by the applicant and SUBR clearly and convincingly, and should be prepared with the care and thoroughness of a paper submitted for publication. The application should consist of the following.

A. Cover Page. Include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators attesting to their receipt and review of the application. Administrators may attach pertinent comments.

B. Abstract. Maximum length: 250 words.

C. Description of Proposed Sabbatical. Major headings should include: a detailed statement of what the applicant plans to do while on sabbatical leave; the objectives and significance of the proposed activities; the value of these activities to the applicant's SUBR obligations; the feasibility and methods of accomplishing the objectives; and the applicant's qualifications that are pertinent to the proposed activities. This section should consist of not more than five single-spaced typewritten pages.

D. A Curriculum Vitae (not more than 10 pages).

E. Appendix. Include supportive documentation such as evaluation of the application by the departmental chairperson, dean and any other appropriate administrators; letters of acceptance from persons at the institution or in industry with whom the applicant plans to work or study and itinerary.

**Rating System.** The application will be rated by the SLEC according to the following system:

A. Merit and feasibility of the proposal relative to the accomplishment of SUBR's instructional, research, and service mission and/or that of its units - 60 percent.

B. Applicant's record of and/or potential for engaging in research, teaching, service and/or other pertinent activity at SUBR - 30 percent.

C. Length of service to SUBR - up to 10 percent.

Each year of service, counting from the faculty member's initial appointment or from his or her most recent sabbatical leave, whichever is later, is assigned a weight of one point, limited to a maximum of 10.

The committee will rate the applications according to the provisions herein and will make recommendations to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will approve or deny recommendations and forward approved applications for action by the Chancellor. The Chancellor's decision is final and there is no right of appeal. Applications approved by the Chancellor will be forwarded to the President of the System and the Board of Supervisors, as appropriate.

**Deadlines.** To give sufficient time for planning of sabbatical leaves, applications must be submitted according to the following schedule:

A. October 15 for the next academic year or Fall or Spring semester of the next academic year.

B. March 15 for the Spring semester of the next academic year (this period of application may be canceled if no funds are remaining after the awards are made in #1 above).

The SLEC shall meet in November of each year to consider applications received by October 15 for the academic year beginning the following August and in April for applications received by March 15 for the following Spring semester. The SLEC's recommendations will be transmitted to the Vice Chancellor for Academic Affairs by the last day of the Fall and Spring semesters, respectively.

**Criteria Used in Evaluating Sabbatical Leave Applications.**

Evaluation of the sabbatical leave application will include the following:

**A. Preparation and Documentation.** Organization, thoroughness, specificity, and feasibility of the proposed activity; current status of project identified in the sabbatical leave application; letters of appointment and acceptance; other documents supportive of the proposal, and the applicant's plans for travel if that is an integral feature of the proposal.

**B. Benefits to SUBR and to the Applicant.** Contribution to applicant's knowledge and understanding; contribution to teaching or other assigned duties at SUBR; publications or other scholarly works expected to result from the project; enhancement of the applicant's professional status; recognition for SUBR and contribution to special projects or to SUBR programs.

**C. Applicant's Record of or Potential for Research or Pertinent Activity at SUBR.** Publications; performances; grants; postdoctoral fellowships; leaves; participation in relevant professional organizations; record of achievement on previous grants and leaves; evaluation by departmental chairperson or dean; evidence of excellence in teaching, service, or other evidence of contribution to the University.

**Changes in Sabbatical Leave.** If a faculty member must change the purpose, place or time of the sabbatical leave, he or she must submit a written request, with recommendations from the dean and departmental chairperson, to the SLEC for approval. This request must state the rationale for the changes and document how the sabbatical leave plan will reflect these changes. Sabbatical leave plan changes recommended by the SLEC shall be sent to the Vice Chancellor for Academic Affairs for approval.

Sabbatical Leave Policy Approved by the Southern University System Board of Supervisors  
January 7, 2000

- 3. Annual Leave**--Annual leave is leave with pay granted to an employee for the purpose of rehabilitation, for restoration or maintenance of work efficiency or for transaction of personal affairs.
- a. Annual leave is earned by full-time and part-time academic staff members and by unclassified employees who are on fiscal year appointments.
  - b. The amount of leave earned is based upon the number of years of full-time state service or equivalent.
  - c. Leave is credited at the end of each calendar month in accordance with the following schedule:
    - (1) less than three years of service: at a rate of one day of annual leave per month, or the equivalent thereof in hours;
    - (2) at least 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;
    - (3) at least 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;
    - (4) at least ten years but less than fifteen years of service: at the rate of one and three-fourths days of annual leave per month, or the equivalent thereof in hours;
    - (5) fifteen or more years of service: at the rate of two days of annual leave per month, or the equivalent thereof in hours.
  - d. No twelve-month unclassified employee shall be credited with annual leave for any overtime hours, for any hour of leave without pay, or while the employee is on leave with pay. Such leave as is earned by an employee on leave shall be credited at the time of the employee's return to active duty.
  - e. 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 or the estate of the employee may be paid for up to three hundred hours of accumulated annual leave.
  - f. Requests for annual leave of less than two months may be acted upon by the chancellor or by a designee of the chancellor. Requests for annual leave exceeding two months must be acted upon by the president of the Southern University System. Requests for annual leave for a period equal to a semester or more must also be approved by the Board of Supervisors. The minimum charge to annual leave records shall be one-half hour.
  - g. The chancellor, in consultation with the president, may require an employee under campus jurisdiction to take annual leave, provided the leave will not reduce the employee's accrued annual leave below the equivalent of thirty

working days. The president may require an employee of the University who works at the system level to take annual leave, provided the leave will not reduce the employee's accrued annual leave below the equivalent of thirty working days.

h. Application Leave Form SU 628 (R/180) is used to request annual leave.

**4. Sick Leave**--Application Leave Form SU 628 (R/180) is used also to request sick leave. Sick leave is leave with pay granted an employee who is suffering from an illness or disability which prevents the performance of usual duties or which requires medical, dental, or optical consultation or treatment. Sick leave is granted each employee in accordance with policies approved by the Board of Supervisors, with relevant State Statutes, or with Civil Service regulations, whichever are applicable.

a. The earning of sick 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 schedule (See Section 4.11B3). If a contract period is less than twelve months but not nine, ten, or eleven months, a proportionate rate shall be used.

b. No academic employee shall be credited with sick leave for the calendar month of initial employment, during any calendar month in which the employee has been on leave without pay for ten or more working days, or while serving in the military forces. No classified or unclassified employee shall be credited with sick leave for any overtime hour, for any hour of leave without pay, or while on leave with pay. Sick leave as is earned by an employee on leave with pay or without pay will be credited to the employee at the time of return to active duty.

c. Unused sick leave earned by an employee shall be carried forward to succeeding years without limitation. When an employee moves from one State agency to another, accumulated sick leave is forwarded to the receiving agency for credit to the employee.

d. The minimum charge for sick leave for academic personnel shall be four hours (one half day). If the employee is away for more than a half day, leave shall be charged in hour increments to the nearest hour. The minimum charge for classified employees and for unclassified employees other than academic personnel shall be one-half hour.

e. If any employee has exhausted all sick, annual and compensatory leave, an appointing authority may advance sick leave in an amount not to exceed twenty-two working days.

(1) The value of any advanced sick leave which has not been repaid at the time of the employee's separation from service for cause other than disability, death, or retirement shall be withheld from the final pay check or repaid in cash to the appointing authority unless the employee is moving to another State agency, in which case the advanced sick leave shall be forwarded to the receiving agency.

- (2) Upon separation caused by disability, death, or retirement, all advanced sick leave shall be cancelled.
  - f. Upon death or retirement of an academic or unclassified employee, sick leave accrued shall be computed and the value thereof shall be paid to the employee or to the employee's estate.
    - (1) Such payment shall not exceed the value of twenty-five working days.
    - (2) Computation shall be on the basis of a five-day week and four-week month for personnel not employed on twelve-month contracts; it shall be on the basis of a five-day week and fifty-two week year for twelve-month employees.
    - (3) The rate of pay shall be the base rate the employee is receiving at the time of termination.
- 5. Maternity Leave**--Maternity leave is leave without pay granted an employee when pregnancy or postpartum condition of the employee prevents the performance of usual duties.
- a. An employee may use accrued sick leave or annual leave for maternity purposes.
  - b. Use of sick leave or annual leave for a postpartum condition is limited to six weeks unless a physician certifies the employee's inability to return to work at that time.
- 6. Civil, Emergency, and Special**--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. the appointing authority determines that the employee is prevented by an act of God from performing assigned duties;
  - e. voting in a primary, general, or special election which falls on a scheduled work day, provided not more than two hours leave shall be allowed an employee to vote in the parish where employed, and not more than one day to vote outside the parish where employed;
  - f. participating in a State Civil Service examination on a regular workday or taking an examination administered by a State

licensing board if the examination is pertinent to the examinee's State employment status; or

- g. the chancellor determines that because of local conditions or other reasons it is impracticable for employees to work.

Application Leave Form SU 628 should be executed to request civil, emergency, or special leave.

- 7. Military Leave**--Faculty members who are ordered into active duty with the armed forces for the United States shall be granted leave of absence without pay for the duration of service.

Individuals who are members of a reserve unit of the armed forces of the United States or of the National Guard shall be granted leave of absence without loss of pay, time, annual leave, or sick leave when ordered to active duty for field training or training.

- a. Normally, military leave for reservists or members of the National Guard shall not exceed fifteen working days in any calendar year. An appointing authority may grant a faculty member leave without pay for periods which exceed fifteen working days in a calendar year.
- b. A reservist ordered to active duty for an indefinite period of time in excess of field training is not eligible for leave with pay.

The request for military leave should be executed on Application Leave Form SU 628 (R/180).

- 8. Other Leaves**--Leaves may also be granted under the following conditions:

- a. When a faculty member is absent from work due to disabilities for which he/she is entitled to workmen's compensation, the faculty member may, in addition to receiving workmen's compensation payments, use sick and/or annual leave not to exceed the amount necessary to receive total payments equal to the regular salary of the employee.
- b. When a faculty member is injured in the performance of duty and because of such injury is unable to perform regular duties, the faculty member's appointing authority may, with prior approval of the Commissioner of Administration, grant such disabled faculty member leave of absence with full pay during the period of disability without charge against the faculty member's benefits. (This only applies to employees in law enforcement police officers.)
- c. A faculty member will be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Such time off shall not exceed two days on any one occasion. Relationship of deceased must be shown on funeral leave application. Funeral leave is limited, by law, for a parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparent, or grandchild.



#### **4.13 Holidays**

Holidays shall be observed as provided by the University calendar, by R. S. 1:55:B, and by any proclamation issued by the governor of Louisiana.

#### **4.14 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.

#### **4.15 Teacher's Retirement System of Louisiana**

The Teacher's Retirement System of Louisiana serves thousands of active and inactive members, providing benefits to its retirees, survivors, and beneficiaries. TRSL is a self-funded state agency where TRSL members contribute a certain percentage of their salary to the System that is done on a pretax basis. Employers of TRSL contribute a percentage based on their employees' salaries to the System.

Unlike Social Security, TRSL members do not pay the old age portion of Social Security taxes and do not gain any Social Security retirement credits while working in a TRSL-eligible position.

TRSL provides a defined benefit retirement plan for its members and the benefit they receive is not determined by the amount of contributions they make to the System, but is determined by age, years of service, and highest average salary. The benefits are guaranteed for life by the Constitution of the State of Louisiana.

Member eligibility is based on full-time employees of parish and city school boards, except for bus drivers and maintenance personnel. In addition, full time unclassified public college, university, community college and technical college personnel hired after July 1, 1991 must become TRSL members. Unclassified positions include classroom teacher, professor, instructor, guidance counselor, principal, teacher aide, and school food service at a college/university, speech therapist, security guard at a local school board. Part-time employees are eligible if they have 10 or more years of retirement service credit.

Employees not eligible to join TRSL are: seasonal, temporary and part-time employees with less than 10 years of retirement service credit. School bus driver/aide/monitor, or bus attendant, school maintenance employee, classified employees at college/university, non-resident aliens-J or F visas are also ineligible.

Full and detailed information about policies and provisions of the Retirement System may be obtained from the University's Personnel Office or by writing to Teachers' Retirement System of Louisiana, PO Box 94123 Capitol Station, Baton Rouge, Louisiana 70804-9123, or by telephoning (225) 925-6446 in Baton Rouge.

## **4.16 Evaluations**

Faculty Members – Faculty members shall be evaluated every year by the chairperson, peers and students. Results of these evaluations shall be placed in members' files in the dean's office and shall be made available to them upon request. Deans are annually evaluated by chairs, vice chancellor for academic affairs and students when they teach a class during the evaluation period.

## **4.17 Faculty Evaluation by Students**

For the fall semester of each academic year, Faculty Evaluation by Students will be conducted in two classes for each full-time faculty member, and for each class taught by each part-time faculty member. The Planning, Assessment, and Institutional Research (PAIR) office will generate evaluation forms (scantrons) for each class for which the evaluation of faculty by student is to be conducted. The faculty load report will be used for department chairs to identify two classes for evaluation. The mechanics and confidentiality of the administration of the evaluations would be handled at the departmental level according to established guidelines from the Office of Academic Affairs. Therefore, the major responsibility for coordination of the process rests with the department chair or her/his designee. PAIR will be responsible for distributing the evaluation forms (surveys) to each academic department. The colleges/schools and departments are responsible for ensuring that data collected are not compromised. The Office of Academic Affairs will collaborate with PAIR to facilitate and ensure a one hundred percent return of surveys, and conduct follow-up for any missing documents as required.

Specific Guidelines for Administration are listed below:

- The PAIR office will prepare the faculty load report after the 14<sup>th</sup> class day of the semester.
- The faculty load report will be transmitted to the Office of Academic Affairs during the 4<sup>th</sup> week of classes.
- The department chair will identify two classes for "faculty evaluation by student" for each full-time faculty member, and each class for faculty teaching fewer than three classes.
- The master roster of classes to be evaluated along with the number of evaluation forms (scantrons) required for each class will be transmitted to PAIR by the end of the 7<sup>th</sup> week of the semester.
- During weeks 8 and 9 of the semester, scantrons for the identified classes will be prepared, packaged, and labeled for distribution to departments.
- Student workers under the supervision of PAIR staff will deliver packets to deans who will distribute to chairs, who in turn will distribute packets to faculty.

- A control roster will be retained that includes the names and dates of distributions.
- Faculty members will receive student evaluation packages by the 10<sup>th</sup> week, and they will ensure that the evaluation is administered prior to the 14<sup>th</sup> week of classes (week of finals).
- The faculty member is charged with the responsibility of having the evaluation administered by a student who is enrolled in the class.
- The designated period for administration of the Evaluation of Faculty by Student is the 12<sup>th</sup> week of the semester.
- The faculty member will bring the evaluation packet to the class, turn the packet over to the student, and leave the classroom while the evaluation is conducted.
- The student will collect the evaluation forms, place them in a large brown envelope, seal it and sign her/his name over the seal.
- The student will return the sealed envelope to the department chair.
- The department (chair or designee) will acknowledge receipt of the evaluation package by signing and dating the control roster for classes evaluated.
- The colleges/schools will collect evaluation packets from departments in the unit. In each case a transmittal letter that identifies what was included would accompany packets.
- Student workers under the supervision of PAIR staff will retrieve packets from the Office of the Dean periodically during weeks 12 and 13 of the semester. Again, an accurate record of transactions will be kept.
- PAIR staff will prepare packets for shipping to an outside agency for analysis and provide a final report to the Office of Academic Affairs approximately 8 weeks after the collection of evaluation packets.
- Results of evaluation of faculty by student will be made available to individual faculty through her/his chairperson by the 9<sup>th</sup> week of the period following the semester for which the evaluation was conducted.

## CHAPTER V

### Faculty Personnel Matters

#### 5.1 Salary Deductions

The standard deductions from the salary of a faculty member consist of federal and state income tax, payments to the State Teachers or other Retirement System, and group insurance premiums. Other deductions, at the faculty member's own request, are payments to the Southern Teachers and Parents Federal Credit Union, contributions to the United Givers fund, the Southern University System and Campus Foundations and to charities approved by the University to the extent of warranting deductions, dues for the Faculty Senate and the Southern University Federation of Teachers, insurance and supplemental insurance premiums and benefits programs and payments for United States savings bonds.

#### 5.2 Insurance

Group insurance, including health and life is available to all full-time University employees (working 75% - 30 or more hours per week – 120 or more consecutive days per year). The following persons may be enrolled as dependents:

1. employee's legal spouse;
2. employee's unmarried (never married) children under 21 years of age who are dependent upon employee for support;
3. employee's unmarried (never married) children age 21 or older, but less than 24 years of age, who are enrolled and attending classes as full-time students and who are dependent upon employee for support. (A full-time student is one enrolled in an accredited university, college, vocational, technical, or trade school or institute, or a secondary school, for the number of hours or courses considered to be full-time attendance by that school. **YOU MUST FURNISH PROOF OF FULL-TIME STUDENT STATUS OF A DEPENDENT EACH SEMESTER TO THE CAMPUS HUMAN RESOURCES OFFICE;**
4. natural born or legally adopted children of employee or spouse, dependent upon employee for support;
5. children who have been placed with employee's family for adoption, by agency adoption contract or by irrevocable act of surrender for private adoption, who are living in employee's household and are or will be included as a dependent on employee's federal income tax return for the current or next tax year;
6. other children for whom employee has been granted guardianship or legal custody who live in household and are or will be included as a dependent on employee's federal income tax return for the current or next tax year; and
7. grandchildren for whom employee does not have legal custody or guardianship, but who are dependent upon employee for support and whose parent is one of employee's covered dependents. The University pays a majority portion of the premium for health insurance as annually designated by the state, and one half of the premium for life insurance and the employee pays the other half. Included in the

health coverage are comprehensive medical benefits, mental health and substance abuse and prescription drugs. Application submitted after 30 days are subject to preexisting medical provisions or denial which may be imposed by the office of group benefits. For specific information regarding health coverage, see the plan documents of specific insurance providers in the Office of Human Resources. Insurance coverage is **NOT** automatic; **IT MUST BE APPLIED FOR WITHIN 30 DAYS OF EMPLOYMENT** in the Office of Human Resources. Coverage for each employee who completes the applicable Enrollment Form and agrees to make the required payroll contribution is to be as follows:

1. If employment begins on the first day of the month, coverage is effective the first day of the following month;
2. If employment begins on the second day of the month or after, coverage is effective the first day of the second month following employment;
3. Employee coverage will NOT become effective unless the employee completes an application for coverage within 30 days following the date of employment. An employee who completes an application after 30 days following the date of employment will be considered an overdue or late applicant.

**Confer with appropriate staff in the Office of Human Resources for information about the specific terms of coverage.**

Group term life is available through the State Employees' Office of Group Benefits Program from a state of Louisiana designated carrier/provider. Eligible employees may choose Basic Life (\$5,000.00) or Basic Plus Supplemental Life Insurance (face amount of 1-1/2 times the employee's annual salary, rounded to the nearest \$1,000; maximum face amount of \$50,000 on the employee). The life insurance includes special payment provisions for cases of accidental death or dismemberment, up to the age of 70 when it ceases. Optional life insurance for employees is available through the Office of Group Benefits for one, two or three times the amount of the current basic plus carried by the employee up to a total of \$150,000. The full premium of the optional life insurance is paid by the employee. Optional dependent life insurance is also available. Other conditions for life insurance coverage and benefits may be applicable. Persons should contact the Office of Human Resources for information about applicable specific terms of coverage and cost of premiums.

### **5.3 Social Security**

Full-time, part-time, temporary, and seasonal employees who are not participating in a qualifying public retirement system by their employer are mandatorily covered by Social Security. State and local government employees hired after March 31, 1986, are subject to mandatory coverage of the Medicare-only portion of the Social Security tax.

If you worked for a federal, state or local government where you did not pay Social Security, the pension that you get based on that work may reduce your Social Security benefits. The benefits may be reduced in two ways: "government pension offset" and the "windfall elimination provision." The government pension offset affects spouses or widow(ers). The windfall elimination provision is based on how your retirement benefits

were calculated and the formula used to figure your benefit amount is modified, giving you a lower Social Security benefit.

Students do not have to pay Social Security if enrolled at the University. If the student is not enrolled in classes during the summer, spring or fall, but employed at the University, he/she will have to pay Social Security.

## **5.4 Pay Periods**

Payday is the last working day of the month for twelve-month employees. For nine-month employees - the category of most faculty members--pay day is the day (September through April) prior to the date the faculty is required to reports to work in August. The December and May paydays are either Commencement day or the day on which a faculty member turns in his/her grades and meets other check-out requirements, whichever is latest.

For faculty members who work during the summer, there are two paydays--the first at mid-term in June, and the second at the end of the summer session in the same manner as the May payday for nine-month employees.

Maymester faculty members will be paid at the end of the term.

## **5.5 Travel and Travel Reimbursement**

Professional travel is reimbursed on a funds available basis. Faculty members who wish to be reimbursed for professional travel shall submit a request for travel form two weeks prior to the date of the intended travel. In addition to the travel request form, a second form must be submitted to clarify who will cover (if any) classes that will be missed. The request for travel must be approved and notice given that funds are available in the budget designated to support the travel prior to the travel.

The Assistant Vice Chancellor for Administration publishes the Southern University Travel Procedures. A copy of this manual is normally issued to each new faculty member upon initial employment; however, copies are available upon request.

Faculty member must use a corporate card that is issued through Southern University for travel. This card is required for the reimbursement of all travel expenses. In addition, airline tickets must be booked through the State of Louisiana designated travel agency. Allowed travel expenses are reimbursed according to guidelines established by the State of Louisiana and Southern University. All faculty members who anticipate traveling must apply for the state's corporate credit card.

**NOTE:** Individuals who desire to drive their own vehicle to a professional meeting must attend a State of Louisiana mandated, Southern University-sponsored defensive driving program.

## CHAPTER VI

### Curricular Policies and Procedures

#### 6.1 Articulation

Articulation agreements are signed by the Office of the Chancellor with various colleges and universities in the United States. The Office of Admissions and Recruitment has the responsibility of evaluating and determining the articulation of courses for credit, in written consultation with departments offering the affected courses.

#### 6.2 Accreditation of Degree Programs

All academic programs that are eligible for accreditation by an accrediting agency and considered to be mandatory by the Board of Regents are required to be accredited for continual program approval to ensure the offering of quality programs (*see Board of Regents policy 2.13 for list of mandatory agencies and Board of Supervisors Policy 1.00.06, effective 10/27/90*). The Office of Academic Affairs oversees the accreditation of degree programs of the campus. The respective colleges, schools, and departments are periodically reviewed and evaluated by their accrediting agencies. A comprehensive listing of all appropriate accrediting agencies and other significant data as well as the dates of last reviews can be obtained from the Office of Academic Affairs and the Office of Institutional Planning and Research.

#### 6.3 Academic Programs Review

Academic Programs Review is a systematic program of review designed to examine all programs which are not accredited by an outside specialized accrediting agency, and where possible, evaluate the status of those which could become accredited in the future.

Programs that are either not accreditable or not accredited by any accrediting agency are expected to conduct a self-evaluation at least once every five years in an attempt to maintain and ensure program quality (*see, Board of Supervisors Policy 1.00.06, effective 10/27/90*). With significant evaluation from faculty of the department, through a systematic process involving self-study presented as an annual report and other documents, a review committee composed of the vice chancellor for academic affairs, programs review director, and appropriate deans, chairs, and faculty representatives, conducts the program evaluation. External site reviewers are also used to objectively evaluate the programs. The goal is continuous quality improvement congruent with the University's academic and research goals. The Campus shall submit a five-year program review schedule for all such programs by September 15<sup>th</sup> of each year to the Office of the Vice President for Academic and Student Affairs for his record.

#### 6.4 Establishment of New Degree Program

Requests for the establishment of new academic programs and administrative units should consider the criteria outlined in the Guidelines: Proposal for New Academic

Program and Guidelines: Proposed New Centers, Institutes, and Other Similar Academic/Research Units. (see Board of Regents' webpage)

The proposal for a new academic program shall emanate from the department level with the approval of chairman and the dean of the college. The department's request for a new academic program should be submitted to the University-wide Curriculum Committee for review and approval. After receiving approval from the Curriculum Committee, the proposal is submitted in turn for approval to the Vice Chancellor for Academic Affairs, the Chancellor, the President and the Southern University Board of Supervisors.

After receiving the approval of the Southern University Board of Supervisors, the university must submit a request to the Board of Regents (BOR) for establishing a new academic program and administrative unit, as prescribed by the Guidelines above. Requests may be submitted at any time and a response will be given within ninety (90) days of the date of receipt.

## **6.5 Discontinuation of Academic Degree Program**

The Board of Regents (BOR) encourages campuses and their management boards to initiate self-evaluation leading to the elimination of existing academic programs and administrative units which are underproductive or of marginal quality. Requests for elimination of existing academic programs and administrative units should consider the criteria outlined in the Guidelines: Proposal for New Academic Program and Guidelines: Proposed New Centers, Institutes, and Other Similar Academic/Research Units.

After receiving the approval of the Southern University Board of Supervisors, the university must submit to the BOR all requests for elimination of existing academic programs and administrative units, as prescribed by the Guidelines above. Requests may be submitted at any time and a response will be given within ninety (90) days of the date of receipt.

## **6.6 Residence Requirement**

A candidate for the baccalaureate degree must complete the last 30 hours of studies in residence at Southern University. Exceptions to this requirement are made in the case of a candidate who has completed a three-year, pre-professional curriculum at Southern University and who subsequently completes, in an accredited professional school, the academic requirements for the baccalaureate degree. A candidate may obtain the permission of the academic dean to complete six of the last 30 semester hours of work toward the degree at another institution. Additional information may be obtained from the Office of the Registrar.

## **6.7 International Student Exchange**

The Southern University Baton Rouge Campus has been approved to implement the Student and Exchange Visitor Information System (SEVIS) in working with international students. SEVIS is an internet-based system that enables the university to electronically transmit (tracking and monitoring) non-immigrant students' current data to the United States Citizenship and Immigration Services (USCIS), formerly INS. Under this regulation, an undergraduate student must register for at least 15 semester hours, and a graduate student must register for at least nine semester hours of course work in a degree or certificate program.



Information on the Student Exchange Program can be obtained from the Office of Admissions and the International Student Office. These offices can address issues relate to: Maintaining Status, SEVIS Reporting Requirements, Grace Periods, Program Extensions, Regulations for F-2 Dependents, Change of Address, Change of Major, Transfers, Reduced Course Load, Dropping To Part-Time Enrollment Without Prior Approval, Failure And Consequences To Maintain Status, Reinstatement, and Employment In F-1 Status.

## **6.8 Determination of Semester Hour Credit**

A semester hour is the term used to define the number of credits a student receives for a course taken during a semester. Credit hours are calculated in the following manner:

- 1 credit hour = 1 contact hour per week x 15 weeks
- 2 credit hours = 2 contact hours per week x 15 weeks
- 3 credit hours = 3 contact hours per week x 15 weeks
- 4 credit hours = 4 contact hours per week x 15 weeks
- 1 laboratory/studio credit hour = a minimum of 2 contact hours per week x 15 weeks

Regardless of delivery—evening, weekend, or by distance education, 15 contact hours or their equivalent = 1 semester credit hour. Faculty members use this information in course design and it is part of the course approval process for Southern University and A&M College.

## **CHAPTER VII**

### **Instructional Policies and Procedures**

#### **7.1 University Calendar**

Commencement is generally held annually on the 2<sup>nd</sup> Friday in May and December, and the 4<sup>th</sup> Friday in July.

#### **7.2 Expectations of Faculty Members**

##### **A. Conduct of Classes**

All faculty members are expected to adhere to the following guidelines:

1. Meet their classes regularly and promptly as scheduled.
2. Provide department chairpersons and their students in each class with syllabi at the beginning of each term. Syllabi should include instructional methods, objectives, grading criteria and attendance policy.
3. Ensure that course instruction conforms with stated objectives and correlates with course descriptions found in the University catalog.
4. Submit all mid-semester and final grades on time.
5. Evaluate all student work promptly and provide students an opportunity for review of submitted work.
6. Retain final papers and other work supporting a grade issued to a student for at least six weeks after the beginning of the next term, or longer when an appeal has been filed.
7. Announce, post, and maintain a suitable number of conference hours which are convenient to students and the teacher.
8. Maintain accurate records of class attendance by all students.
9. Advise assigned students in accordance with University policy.

##### **B. University and Community Service and Professional Responsibilities:**

1. Continue their professional growth and development.

2. Participate in the advancement of their department/division, college and university by:
  - attending scheduled meetings
  - serving on committees (department, college and university)
  - rendering community services, and
  - engaging in research and scholarly activity
3. Notify their department/division chairperson as soon as possible in cases of emergency so that appropriate arrangements can be made for their classes.
4. Execute appropriate leave forms for all planned and emergency absences in a timely manner.
5. Sign and certify payroll information and documentation.

### **7.3 Part-time Faculty**

**Definition:** A part-time faculty member is one whose appointment is any percentage of assignment that is less than 100 percent time.

#### **Guidelines:**

1. Part-time faculty members teaching courses for credit must meet the same requirements for professional, experiential and scholarly preparation as their full-time counterparts teaching in the same discipline.
2. Chairpersons in the respective disciplines are responsible for the orientation, supervision and evaluation of all part-time faculty members. Chairpersons should also ensure that part-time faculty members are provided appropriate instructional support.
3. Part-time faculty members must hold office hours commensurate with the percentage of time employed or as specified by the department chairperson. Office hours must be held on-campus and at appropriate times to ensure student access.
4. Chairpersons will assign office space as appropriate for part-time faculty members to carry out their academic responsibilities during the term of appointment.
5. Part-time faculty members will receive letters of appointment.
6. Compensation for part-time faculty members will be determined for each College or School by the Dean and Chairperson in consultation with the Vice Chancellor for Academic Affairs.
7. Part-time faculty appointments may be for one semester or one academic year at a time.

8. During the term of an appointment, part-time faculty members will enjoy library privileges, the use of faculty parking facilities, and the use of other University facilities in accordance with University practice and policy governing such use by the faculty.

**(Refer to the SU Academic Policies and Procedures Manual.)**

## **7.4 Expectations Regarding English Proficiency of Faculty**

It is the responsibility of the University to demonstrate that all of its faculty members and teaching assistants, particularly those for whom English is not their native language, have communication skills adequate to make effective classroom presentations. Additionally, SACS will review records asserting that all faculty members and teaching assistants use English that is clear, concise and readily understood by the general population, particularly students. Formal assessment of proficiency procedures must be established for potential members of the faculty, and for faculty members and teaching assistants currently employed. In general, all faculty members and teaching assistant must use easily understood standard English in their oral and written presentations. The deans will ensure that the requisite language assessment has been completed using the following procedure.

The dean will identify faculty members who are in need of improving their English proficiency.

The Vice Chancellor for Academic Affairs shall appoint a language assessment panel. The panel's membership will be composed of three faculty members, a member of the Faculty Senate, a member of the dean's council, a representative from the Office of Academic Affairs and three students.

Faculty members determined by the assessment panel as needing to improve their English proficiency shall be referred to the Center for Excellence in Teaching and Learning.

Include the following English Language Assessment policy statement on all faculty and teaching assistant vacancy announcements, as well as on other appropriate personnel materials, "Applicants who are non-native English speakers will be screened for English language proficiency."

## **7.5 Definition of Teaching Loads**

### **A. Teaching Load**

1. Regular Instructional Staff
  - a. Fall and Spring Semesters

During the fall and spring semesters, the normal teaching load is twelve (12) credit hours for persons engaged in undergraduate instruction only; nine (9) credit hours for persons teaching undergraduate and graduate courses; and six (6) credit hours for persons engaged in doctoral level instruction only. Exceptions to the above policy will be made individually for professors in disciplines that produce more contact hours than credit hours, departments of instruction where teaching loads are specified by accrediting agencies, released time, and in those instances where the University's mission can best be achieved by assigning fewer hours.

b. Summer Sessions

During Maymester, the four- and eight-week sessions, the maximum teaching load is a total of twelve undergraduate and nine graduate credit hours. Exceptions to the above policy will be made individually for professors in those disciplines that produce more contact hours than credit hours.

2. Chairpersons

Chairpersons will normally be credited with a 50% teaching load reduction for assuming the duties and responsibilities of chairing a division or department; but for the summer term, the normal teaching load is three credit hours.

3. Reduced Teaching Loads

Chairpersons, division heads, and members of the faculty conducting special University sponsored projects, research and programs or who are performing other special University or University-related assignments beyond those normally expected may be approved for or granted a reduced teaching load by the academic dean or division head in consultation with the chief academic officer of the campus. The projected duration and nature of the involvement shall figure heavily in such decisions.

**B. Overload**

A full-time member of the faculty **or research staff** is authorized to teach only one course (3 to 4 credit hours) on- or off-campus each semester, above what is considered to be a normal full-time teaching load for the faculty member. This policy also pertains to Southern University faculty who teach courses at other institutions. 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 to 4 credit hours), on- or off-campus each semester.

## **7.6 Office Hours**

At the beginning of each term, faculty members (in consultation with their department chairs) are expected to establish and be available for a determined number of office hours

each week for conferences with students. At a minimum, however, each faculty member is expected to be available in his/her office two hours for each class taught or eight hours spread over four days per week. The scheduled office hours as approved by the chair should be announced to the students in each class and posted on the faculty member's office door and/or website of the department.

## **7.7 Opening-of-School Activities**

All faculty members are required to attend the opening convocation and other scheduled pre-school activities each semester.

## **7.8 Class Syllabus**

Faculty members must provide their department chair and the students in each of their classes with syllabi at the beginning of each term. As a minimum, syllabi should include instructional methods, learning objectives, grading criteria and attendance policy.

## **7.9 Class Periods**

Normally, classes which meet during the regular academic day (8:00 a.m. to 5:00 p.m.) are held for fifty minutes on Mondays, Wednesday, and Fridays and for seventy-five minutes on Tuesdays and Thursdays. Laboratory and special classes, including evening and weekend classes, may follow a different schedule. Classes usually begin at the time listed in the printed schedule and end ten minutes before the next class period begins. Instructors should vacate their classrooms within five minutes after the period ends.

## **7.10 Class Locations**

Class locations are scheduled by the Office of Academic Affairs. Classes should be held in the classrooms designated. If there is a need to change the location of a class, it should be done only with the approval of the Office of Academic Affairs.

## **7.11 Class Attendance**

Faculty members are expected to conduct their classes as scheduled, regularly and promptly. Faculty members should notify their chairpersons as soon as possible when they are going to be absent from class. Faculty members shall ensure adequate coverage of their classes during absences.

## **7.12 Class Records**

Accurate records of all students' attendance, scores and grades should be maintained and submitted to the department chairperson at the end of each term. Chairs are responsible for circulating class rolls to each instructor at the beginning of each semester and again after the 14<sup>th</sup> class day. Students whose names do not appear on the 14<sup>th</sup> day class roll should be advised to complete the enrollment process prior to returning to class.

## **7.13 Examinations**

### **A. Final Examinations**

Faculty members administer final examinations in accordance with the University calendar. The schedule and regulations for the administration of final examinations are published with the semester class schedule. Faculty members may not alter the examination schedule without the consent of the vice chancellor for academic affairs except in the case of graduating seniors.

### **B. Other Examinations**

Other examinations may be administered by the teacher during class periods as a part of students' evaluation. Faculty members should administer a sufficient number and variety of examinations to make a fair evaluation of a student's performance possible.

## **7.14 Make-Up Work**

Any student who presents an excuse for absences for participation in University sponsored events will be given the opportunity to complete any required assignments or exams that were missed. Any student who presents an official excuse for any other absences will be allowed to make up the assignment or exam in accordance with the policy listed in the course syllabus for that class.

## **7.15 Grades**

### **A. Grading System**

The University uses the following system of grading: "A"-exceptional; "B"-above average; "C"-average; "D"-below average; "F"-failure; "I"-incomplete; "W"-withdrawal. The grade of "P" is used on the permanent records of undergraduate students to indicate satisfactory completion of non-traditional courses, undergraduate departmental comprehensive examinations, writing proficiency tests, and computer literacy examinations, or to indicate that students have successfully earned credit. "AU" will be given for auditing a course; however, no credit will be given. Credit for any course in which a student has received a grade of "F" can be obtained only by repeating the course and earning a passing grade.

## **B. Grade Reports**

Mid-term and final semester grades are recorded on grade sheets provided by the office of the registrar. These grades are reported to the office of the registrar in accordance with an established and announced schedule. Copies of grade reports shall be transmitted to the dean of the college/school and to the chairperson of the department.

## **C. Roll Books or Computer Grade Sheets**

Faculty members are required to turn in their roll books or computer grade sheets to their department chair at the end of each semester and summer term. The department chair is responsible for maintaining these roll books or computer grade sheets for at least three years (six semesters).

### **7.16 Deadlines for Dropping and/or Adding a Class**

The 14<sup>th</sup> day of class is the last day to register and add a course for credit. The deadline for withdrawing from classes and the University is posted in the University Catalog.

### **7.17 Incomplete Grades**

Academic work which is of passing quality but because of extenuating circumstances is not complete, may be graded "I"-Incomplete. Students must initiate an incomplete grade request and must secure appropriate approval of the excuse from the instructor, department head and dean of the college in which the course is taken. If an excuse is not received prior to issuing a final grade, the instructor is to consider the delinquent work to be of failing quality and an "I" grade should not 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. The grade of "I" shall not be calculated in the cumulative grade-point average for retention purposes. Graduating seniors are not permitted to receive "I" grades. The instructor must submit the proper "Incomplete Grade Report" form and file the form with the Office of the Registrar when the "I" grade is submitted for recording. Copies of the grade shall also be filed in the office of the faculty member's department.

### **7.18 Change of 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 department head and the dean of the instructor's college before the registrar will accept and make the change on the student's record. It is the policy of the Council of Deans that deans approve grade changes only when an error has been made. Any grade change must be received in the office of the registrar within sixty days from the start of classes in the semester immediately following the grade period (semester or summer session) in which the grade was given.



### **7.19 Validation of Grades**

The Registrar shall submit grade verification report to each faculty member for all classes taught by the 10<sup>th</sup> of the following academic period. Faculty members shall review the recorded grades and return the signed verification with any documented corrections to the Registrar who shall correct the grades as applicable. Copies of the verification form will be filed with the department chair and the dean.

### **7.20 Faculty Evaluation by Students**

Each college and department is responsible for implementing established university procedures for student evaluation of instruction. The primary purpose of this evaluation by students is to improve instruction. The results of these evaluations may be used, along with other information, in decisions regarding retention, tenure, promotion, and discretionary salary increases.

### **7.21 Recognition of Outstanding Achievement by Faculty**

Annually, the University provides an opportunity for faculty to be nominated from each department/division/school/college in the following categories: teaching, research, and service. Persons nominated are recognized during the University's Annual Faculty Awards and Recognition ceremony. In addition, faculty members are encouraged to notify the Office of Academic Affairs of all external recognitions received on a monthly basis.

### **7.22 Faculty Exchange Policy**

Eligible faculty must secure approval from their Dean and the Vice Chancellor for Academic Affairs to participate in a faculty exchange program prior to submission of an application. The terms and conditions of the exchange program shall be fully revealed prior to the exchange approval being finalized.

### **7.23 International Scholar**

J-Visas – Exchange Visiting Faculty

Faculty in the Exchange Visitor J-Visa category must obtain the necessary approval prior to being offered employment by the University. Incoming faculty members must comply with current immigration regulations and the University's policies and procedures.

H-1B – Exceptional International Faculty (TBA – Human Resources Office)

## **7.24 Check-Out Procedures**

At the end of each semester and summer term (if applicable), each faculty member will complete the check-out form and submit it to the department chairperson. At the time of separation from the University, each faculty member must submit a completed check-out form to the offices of academic affairs and human resources. Forms are available in the department offices and the office of human resources. Satisfactory completion of the clearance form is required before the final payroll check for the period will be issued.

## **7.25 Redress to Grievances**

It is the intent of the Southern University System to provide each unclassified employee with access to an administrative procedure to seek redress to grievances in employment-related matters. The employee may use the procedure to appeal decisions considered to be unfair or discriminatory because of the application of some non-meritorious factor, charges of incompetence or unsatisfactory performance of duties or other similar allegations. It is the purpose of the grievance procedure to establish the means for securing prompt and equitable solutions to such grievances. (See **SUBR Grievance Procedures- Appendix F**).

## **7.26 Discrimination/Harassment**

No member of the University may illegally discriminate against or harass another (including sexual harassment which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature). Any employee or faculty member will be subject to disciplinary action for violation of this policy.

## **7.27 Firearms**

It is illegal for an individual to carry a firearm on the campus of an educational institution. Therefore, possession or use of firearms, any type of ammunition, and other dangerous weapons, such as knives or clubs, is prohibited on any property of Southern University. This does not apply to peace officers whether or not they are engaged in the actual discharge of their duties while carrying a weapon.

## **7.28 Commencement and Awards Ceremonies**

Faculty members are encouraged to participate in at least one commencement exercise per academic year dressed in full academic regalia. Faculty members are also encouraged to participate in summer commencement exercises and the University's annual awards ceremonies.

## 7.29 Textbook Selection Policy

To achieve the goal of academic excellence in the classroom, textbooks and supplemental materials selected for use in the Southern University system shall, to the extent possible, adhere and conform to the following standard of quality and use:

1. The textbook content shall sufficiently and consistently cover the scope and depth of the course for which it is to be used.
2. The textbook selected must be current and the content such that it will achieve the desired outcomes and objectives set forth in the course syllabi.
3. The textbook must contain pertinent, supportive information that is of measurable quality which is within acceptable standards and contribute to achieving the scope and depth set forth for the course in which it is to be used.
4. In selecting textbooks for currency, attention must be given to educational reform, knowledge and technological developments in the discipline to insure that the textbook content is relevant and useful for achieving the described course outcomes and objectives.
5. The price of textbooks should be given serious consideration that addresses both the interests and the financial circumstances of the students.
6. Machine reproduced copies of text materials to be used in the classroom as supplemental materials must adhere to the same quality and standards as set forth herein for published textbooks and must be used within legal requirements, such as copyright laws determined by prevailing state and federal mandates.

Faculty members at Southern University are encouraged to become authors of textbooks and other learning resources which might prove beneficial to students. In addition to student benefits, widely adopted textbooks represent a legitimate form of scholarship and can contribute to the positive image of a university. In cases where the author receives royalties or profit for textbook authoring, the university is obligated to ensure that there is no conflict of interest in the preparation of a manuscript or in the adoption of the textbook itself.

Textbooks and other materials authored by Southern University faculty shall be utilized in course instruction only after it is approved through the textbook selection process. Faculty members are barred from selling instructional materials to students. All instructional materials must be sold and purchased through the Southern University Bookstore.

This policy on textbooks also applies to software and other learning resources which provide financial benefit to the faculty member. It is within a faculty member's academic freedom to use not-for-profit materials without obtaining prior approval.

***(Refer to the SU Academic Policies and Procedures Manual for the complete policy governing the selection of textbooks.)***

## **CHAPTER VIII**

### **Research and Creative Activity Policies and Procedures**

#### **Institutional Research**

Southern University-Baton Rouge Institutional Review Board (SUBR IRB) is the body to provide oversight for research involving (a) human subjects, (b) animals, (c) biohazards, and (d) recombinant DNA. Each type of research is governed by the subcommittee of the IRB to ensure that local, state and federal guidelines are enforced.

#### **8.1 Committee for the Protection of Human Subjects**

Federal regulations mandate that all research involving human subjects must be reviewed and approved by an Institution Review Board (IRB). The institution's IRB has the authority to approve, require modification in or disapprove all research activities, including proposed changes in ongoing, previously approved, human subject research. In addition, it has the authority to terminate the approval of ongoing, previously approved research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects. Thus, the purpose of SU-BR IRB is to review and ensure that all research involving the use of human subjects adheres to the Federal regulations on protection of human subjects (Code of Federal Regulations, Title 45, Part 46 and the Belmont Report) and that the rights and welfare of the subjects are adequately protected.

While it is true that some research activities involving the use of human subjects are exempted from federal regulations, this decision is only to be made by the IRB not principal investigators or faculty advisors of student research. For both exempt and nonexempt research, any change(s) in methodology, protocol, or number, category or method of selecting subjects must be approved by the IRB before it takes place. To request a change, the principal investigator or faculty advisor of student research must file an application for a continuation review.

Presently, SUBR IRB strongly encourages investigators to become knowledgeable of their responsibilities in and Federal regulation on the use of human subjects in research. Information on these topics may be obtained by going to:

<http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>

#### **8.2 Institutional Animal Care and Use Committee**

The University and the Agricultural Research and Extension Center endorse the use of animals for research and educational programs that enhance the health and well being of humans and animals. However, the use of animals in teaching, research or service is a privilege. Such use carries unique professional, ethical and moral obligations. Responsibilities to the animals include clean and adequate holding facilities, availability of proper food and water, trained animal

maintenance personnel, appropriate veterinary care and appropriate use of anesthetics, analgesics and other comfort materials.

The Public Health Service of the U.S. Department of Health and Human Services requires that all institutions carrying out research, research training, experimentation, biological testing and teaching involving live vertebrate animals supported by the PHS adhere to the PHS Policy on Humane Care and Use of Laboratory Animals. Each institution is required to have an Institutional Animal Care and Use Committee (IACUC) that reviews all research and teaching protocols involving animals. At least once every six months, the IACUC reviews the institution's program for humane care and use of animals and inspects all of the institution's animal facilities. The IACUC is also responsible for providing training for those working with animals and establishing a mechanism for receipt and review of concerns involving the care and use of animals at the institution. The aim of the IACUC is to facilitate research and teaching programs while ensuring adherence to sound animal management and care practices.

**Investigators planning to use animals in research or teaching are required to attend training before they start. In addition, before such research can be carried out, a detailed protocol must be reviewed and approved by the IACUC. No animals can be ordered nor can research or teaching with animals be started without IACUC approval and, if the research is not carried out in accordance with the approved protocol, the IACUC has the authority to suspend the project until it is in compliance.**

### **8.3 University Biohazards Safety Committee**

Biohazardous materials is a broad category that takes into account radioactive sources, blood borne pathogens, toxic chemicals, biological poisons, etc. The Biohazards Safety Committee (BSC) ensures that research is conducted in a safe environment for faculty, students and staff. In performing its role the committee helps to maintain the University's compliance with federal guidelines regarding the safe use of biohazardous materials. BSC also (a) reviews research and teaching applications for compliance with established federal, state and local standards for safety; (b) develops and maintains documentation for safety procedures and protocols for the safe handling, storage, disposal and cleanup; (c) serves as a source of advice to researchers, supervisors and administrators on the safe use biohazardous materials; and (d) remains up-to-date regarding the evolving awareness of potential dangers of biohazardous materials.

### **8.4 Institutional Recombinant DNA Research Committee**

The Institutional Recombinant DNA Research Committee is charged with ensuring and reviewing proposed and current recombinant DNA research conducted at or sponsored by Southern University for compliance with NIH Guidelines and approving those projects that comply with the Guidelines. The review shall include: (i) assessment of the physical and biological containment levels required by the NIH Guidelines for the proposed research; (ii) assessment of the facilities, procedures, practices, training and expertise of the personnel involved in the recombinant DNA research; (iii) assurance that the Principal Investigator is familiar with the current NIH Guidelines and agrees to abide by the stated provisions; and (iv) ensuring compliance with all surveillance, data reporting, and adverse event reporting requirements as set forth in the NIH Guidelines.

Complete NIH Guidelines for Research Involving Recombinant DNA Molecules can be accessed at <http://www.od.nih.gov/oba/rac/guidelines/guidelines.html>. Individuals conducting research involving recombinant DNA at Southern University must adhere to these guidelines, irrespective of the research- funding source. Compliance with the Guidelines is mandatory.

**NOTE:** More detailed information for each component can be procured from the chairperson of each subcommittee.

## **8.5 POLICY AND PROCEDURES FOR POSSIBLE MISCONDUCT IN SCIENCE/ACADEMICS AND PLAGIARISM**

All allegations of misconduct in science/academics shall be submitted on a form specially prepared by the Office of the Vice Chancellor for Academic Affairs. This form should be signed by the person making the allegation and submitted to the Chairperson of the department concerned with copies forwarded to the dean of the appropriate colleges/schools and the vice chancellor for academic affairs. The chairperson of the department concerned, the dean and the vice chancellor for academic affairs shall protect the confidentiality of the report. Within five (5) days of receipt of the allegation, the chairperson must forward the letter or form of allegation together with his/her comments and a signed Certification of Confidentiality to the dean. Within two (2) days of receipt of the said documents, the dean should sign the Certification of Confidentiality and forward it with the documents and his/her comments to the vice chancellor for academic affairs. Upon receipt of the documents, the vice chancellor for academic affairs, in conjunction with the dean and the respective department chairperson, will initiate an inquiry into the allegation.

When an allegation of misconduct has been made, an inquiry to determine whether the allegation warrants an investigation will be made immediately. Such inquiry, including a written report, will be completed within 60 days of receipt of the allegation. The report shall state what evidence was reviewed, summarize the relevant interviews and include the conclusions of the inquiry. The individual(s) against whom the allegation was made shall be given a copy of the report of inquiry. If they comment on that report, their comments may be made part of the record.

All documents relative to the inquiry and the final report will be maintained on file with the vice chancellor for academic affairs for at least three years. Such documentation will be made available to authorized Health & Human Services (HHS) personnel upon request.

If the initial inquiry indicates that a full investigation is warranted, the vice chancellor for academic affairs shall, within 30 calendar days of completion of the inquiry, initiate such an investigation.

The vice chancellor for academic affairs shall notify the chancellor to inform the director of the Office of Scientific Integrity (OSI) in writing prior to the initiation of an investigation. The notification shall include the name(s) of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), the Public Health Service (PHS) application or grant numbers involved, and any other pertinent information. An investigation should ordinarily be completed within 120 days of its initiation. This includes conducting the investigation, including the holding of hearings as applicable; preparing the report of the findings, making the report

available for comment by the subjects of the investigation, and submitting the report to the OSI. If they can be identified, the person(s) who raised the allegation should be provided with those portions of the report that address their role and opinions in the investigation.

The vice chancellor for academic affairs, along with the dean, the president of the Faculty Senate, and the chairperson of the University Research Council shall select persons to conduct the investigation who are impartial and have expertise in the relevant fields.

Care shall be taken to avoid any real or apparent conflicts of interest or partiality in the appointment of the investigative team or in the conduct of the investigation. If such conflicts arise or become known during the course of the investigation, the person(s) involved will be removed from the investigative team by the vice chancellor.

At all stages, to the greatest extent possible, steps will be taken to maintain the confidentiality of the investigation and to protect the interests of the persons making the allegation(s) and those against whom the allegation(s) have been made. Persons involved in the investigation will be required to sign a confidentiality agreement. This shall also apply to any secretarial or clerical staff who may be involved. During inquiries or investigations, persons against whom allegations have been made shall be interviewed by the investigative team and allowed to comment on the allegations. They shall also be provided with copies of the reports resulting from the inquiry or investigation and allowed to make written comments, which shall become a part of the documentation of the inquiry or investigation.

If any reasonable evidence of possible criminal violation is found during an inquiry or investigation, the director of OSI will be notified within 24 hours by the chancellor. Such notification will also be provided if, at any stage of the inquiry or investigation, it is found that any of following conditions exists:

- i. There is an immediate health hazard involved;
- ii. There is immediate need to protect federal funds or equipment;
- iii. There is an immediate need to protect the interests of the person(s) making the allegations, or of the individual(s) who is the subject of the investigation as well as his/her co-investigators and associates, if any;
- iv. It is probable that the alleged incident is going to be reported publicly;
- v. If any developments disclosed during the course of the investigation reveal facts that may affect current or potential Department of Health and Human Services (DHHS) funding for the individual(s) under investigation or that PHS needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.

All documents relative to the investigation and the final report will be maintained on file with the vice chancellor for academic affairs for at least three years after OSI accepts the final report of an investigation. Such documentation will be made available to authorized HHS personnel upon request.

During the course of the investigation, the vice chancellor for academic affairs shall take whatever steps are necessary and appropriate to ensure that federal funds are protected and that the purposes of the federal financial assistance are being carried out.

In cases where the allegations are not confirmed, all necessary steps will be taken to ensure that any damage to the reputations of the persons alleged to have engaged in misconduct will be restored. In addition, the positions and reputations of persons who, in good faith, make allegations and those against whom such allegations are not confirmed will be protected. The details of the will not become a public record; however, to the extent required by DHHS or university policy, the University will publicly announce, in writing, the results of the inquiry or investigation and take other appropriate actions to attempt to restore the reputations of the persons involved. The accused shall be notified of the outcome of the investigation in writing. The notice shall include a statement that the accused has been cleared of the allegations.

The University Administration will impose appropriate sanctions on individuals against whom allegations of misconduct have been substantiated.

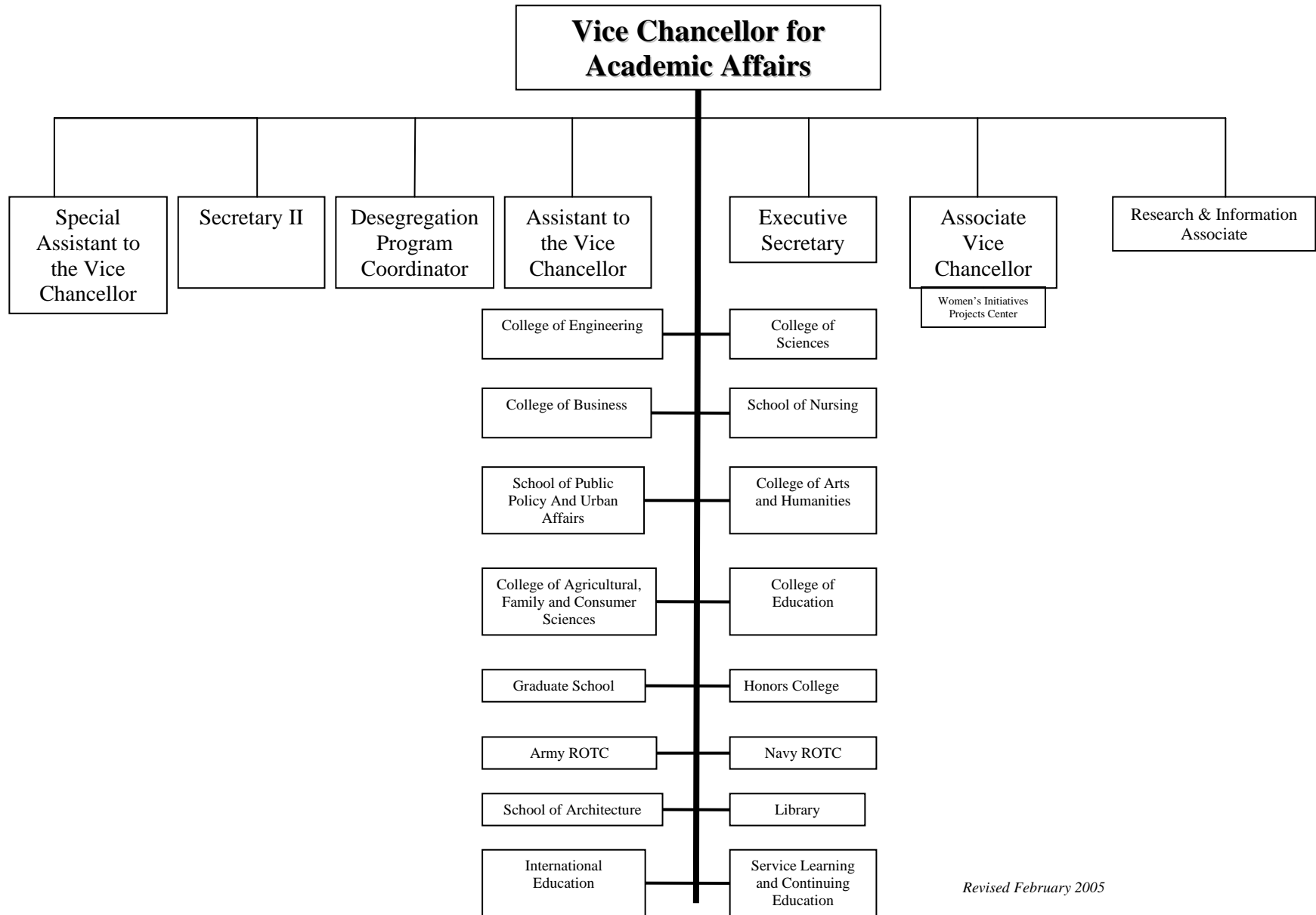
At the completion of the investigation, the chancellor will file a report with the director, OSI. The report shall thoroughly document the investigative process and the findings including all evidence reviewed, summarization of relevant interviews and the conclusions of the investigation. The individual(s) against whom the allegation was made shall be advised in writing of the result of the investigation. If they comment on that report, their comments may be made part of the record. Any comment by the parties relative to the final report shall be made a part of the official record.

To ensure that all scientific and administrative staff are informed of the policies and procedures and the importance of compliance with those procedures governing research and the performance of creative activity, the following actions will be taken.

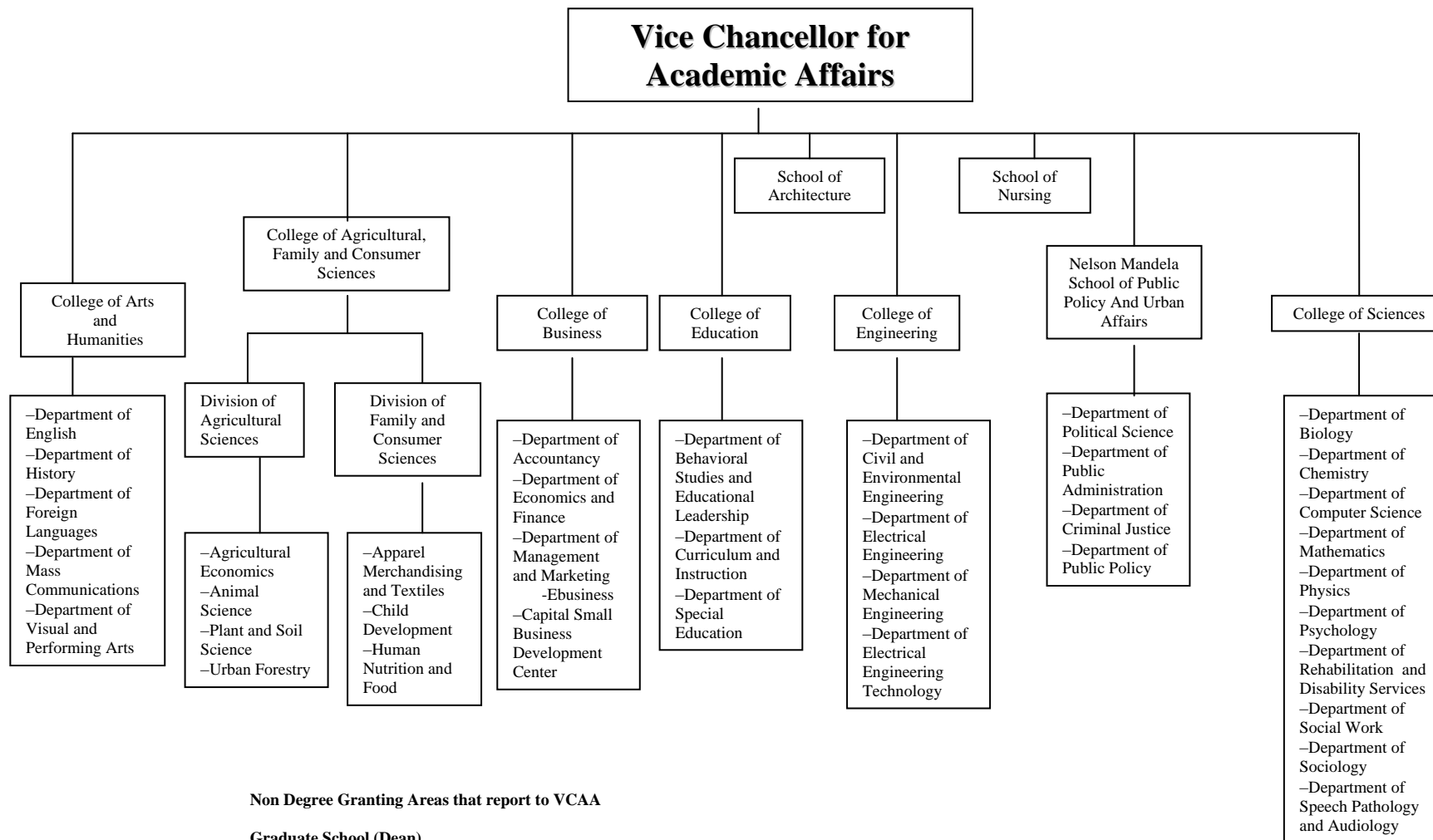
- i. Upon acceptance of the policies and procedures, copies shall be distributed to all faculty and administrators concerned;
- ii. At some predetermined interval, all administrators will be required to review the policies and procedures with the faculty and the appropriate members of their staff.



**APPENDIX A**  
**ORGANIZATIONAL CHARTS**  
**Academic Affairs**



*Revised February 2005*



**Non Degree Granting Areas that report to VCAA**

**Graduate School (Dean)**

**Honors College (Dean)**

**International Education (Dean)**

**Library (Dean)**

**Center for Service Learning and Continuing Education (Director)**

*Revised February 2005*

**APPENDIX B**

**A GUIDE TO PROMOTION AND TENURE**

**Appendix B**  
**A Guide for Quantitative Evaluation:**  
**Promotion and Tenure**  
**For**  
**Faculty**

Promotion from one major academic rank to the next and the granting of tenure shall be based on the following criteria:

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

The revised system for granting promotions and tenure makes it necessary for an applicant for promotion and tenure to be given a quantitative evaluation on each criterion listed. A point scale is assigned to each criterion and to the subcategories thereof, and a minimum number of points is required for favorable consideration. The criteria are listed in order of descending value, and under each heading categories are again listed in order of descending value.

I. Teaching excellence – 40 points

- A. Chairperson's evaluation -- 20 points
- B. Peer evaluation -- 12 points
- C. Student evaluation -- 8 points

II. Research, publications, and creative activities -- 25 points

A. Research completed within past five years in applicant's teaching or related discipline.

1. Book published or accepted for publication  
--15 points Co-authorship (1/2 credit)

2. Article published or accepted for publication  
Refereed journal -- 10 points  
Non-refereed journal -- 5 points  
Co-authorship (1/2 credit)

3. Creative works performed or displayed

National scale -- 10 points  
General public (Regional) -- 7 points  
Limited (University only) -- 5 points  
Co-producers (1/2 credit)

4. Published abstracts, annotated bibliography, reviews, handbooks & brochures

National -- 5 points

Regional -- 3 points

Local -- 2 points

5. Editorial Involvement

Editor of a refereed journal or chairperson of an editorial board -- 10.points

Editor of non-refereed journal or chairperson of an editorial board -- 5 points

Chairperson of a review panel for creative works -- 5 points

Member of an editorial staff or board of a refereed journal -- 5 points

Member of an editorial staff or board of a non-refereed journal -- 2.5 points

Member of a review panel for creative works -- 2.5 points

#### B. Research in Progress

The following information is given:

1. Research topic
2. Progress since last report
3. Target date for completion
4. Problems encountered
5. University assistance sought

Reports should be filed with department chairpersons prior to faculty evaluations by chairpersons. Written verification from the chairperson indicating project is currently being pursued, its importance, progress reports are on file in the department and whether funded or non-funded, is required.

#### III. Professional training and experience -- 15 points

##### A. Educational attainment

1. Attainment of earned terminal degree

- a. in teaching discipline -- 8 points
  - b. not in teaching discipline -- 6 points
- 2. Completion of all but dissertation (within the last five years) -- 4 points
- 3. Completion of course work, but not of foreign language requirements, general examinations, or other required examinations, for the terminal degree in major teaching discipline -- 3 points
- 4. Earned Specialist degree or completion of 24 semester hours of graduate work above the master's degree in the major teaching discipline and in a degree program -- 2 points

B. Experience

- 1. Teaching experience
  - a. College or University level – 1/2 point per year up to 20 years
  - b. Non-college level teaching – 1/2 point per year up to 16 years
- 2. Other professional experience – 1/2 point per year up to 16 years

C. Non-degree study- formal or informal course work, travel, participation in conferences or developmental workshops, etc., over past five years -- 3-points

IV. Professional activities and community service -- 15 points

A. Professional activities over past five years -- 10 points maximum

- 1. Service as an officer in a leading professional organization at the
  - a. international or national level -- 2.5 points per office
  - b. regional or state level -- 1.5 points per office
  - c. local level -- 1 point per office

Total is not to exceed 5 points

2. Service on a committee of a professional organization as

a. chairperson

National -- 1.5 points each

Regional -- 1 point each

Local -- .5 points each

Total is not to exceed 4 points

b. an active member -- .5 points each

Total is not to exceed 3 points

3. Presentations at seminars, conventions, or conferences

National -- 4 points each

Regional -- 2.5 points each

Local -- 1 point each

Total is not to exceed 4 points

4. Attendance at professional meetings at the

a. international or national level -- 1.5 points each

b. regional or state level -- 1 point each

c. local level -- .5 points each

Total is not to exceed 2.5 points

5. Securing of grants for University programs --  
2.5 points per grant.

Total is not to exceed 5 points

6. Active membership in honor societies of professional  
organizations -- .5 points each

Total is not to exceed 1.5 points

B. Community service over past five years -- 5 points  
maximum

1. Service as an active member of a community  
public body having constitutional status or  
governmental authority as



- a. an officer

President -- 2 points

Vice President -- 1.5 points

Secretary or Treasurer -- 1 point

All other officers -- .5 points

- b. chairperson of a committee but not an officer -- 1.5 points

- c. an active member only -- not an officer or chairperson -- 1 point

- 1. Participation in community service activities - working for charitable or civic causes, making monetary contributions, attending or participating in programs or meetings on matters of community interest, etc. - in other than membership capacity -- 2.5 points

- 3. Participation in a civic service, or religious organization - voters leagues, scouts, Kiwanis, sodality, etc. - as

- a. an officer

President -- 2 points

Vice President -- 1.5 points

Secretary or Treasurer -- 1 point

All other officers -- .5 points

- b. A committee chairperson not an officer -- 1.5 points

- c. an active member not an officer or chairperson of a committee -- 1 point

V. University (Southern) service over past five years -- 10 points

A. Chairperson of a standing committee at

- 1. University level -- 1.5 points per appointment
- 2. College or department level -- 1 point per appointment

Total is not to exceed 3 points

B. Active member, other than chairperson, of standing committee at

1. University level – 1 point per appointment
2. College or department level -- .5 points per appointment

Total is not to exceed 4 points

- C. Sponsor of campus organization -- 1 point each

Total is not to exceed 4 points

- D. Member of University Ad Hoc Committee 1 point each

Total is not to exceed 4 points

- E. President of Faculty Senate -- 1.5 points per term

Total is not to exceed 3 points

- F. Other officers or committee chairpersons for  
Faculty Senate – 1 point per term

Total is not to exceed 2 points

- G. Member of Faculty Senate Committee who is not an  
officer or chairperson -- 1 point per term

Total is not to exceed 3 points.

- H. Acting as consultant for or participating in University  
programs in areas outside of the faculty member's  
assigned responsibilities, including the assumption of  
extra class loads without pay or with reduced pay  
-- 1.5 points

Total is not to exceed 3 points

- I. Participation in organized student recruiting efforts  
-- 1.5 points

Total is not to exceed 3 points

VI. Mentoring, including Advisement -- 5 points

Mentoring is a complex process that often entails interacting with, informing, supporting, challenging, and guiding. At the graduate level, it may be a one-to-one relationship between the advisor and the students. Advisement is taken to include academic and professional consultations with students.

Good advisement will be manifested in the following ways:

- A. demonstration of knowledge of available academic programs
- B. ready availability to students for counseling
- C. demonstration of timely knowledge of professional and graduate opportunities
- D. demonstration of concern for student's development and welfare
- E. making available one's experience.

**APPENDIX C**

**TABLES FOR TENURE AND PROMOTION**

**Appendix C**  
**Tables for Tenure and Promotion**

**Table I**  
**Table for Tenure**

	<b>Instructor to Assistant Professor</b>	<b>Assistant Professor to Associate Professor</b>	<b>Associate Professor to Professor</b>
<b>I. Teaching</b>	32	32	32
<b>II. Research, Publications and Creative Activities</b>	6	15	18
<b>III. Professional Training and Experience</b>	4	6	12
<b>IV. Professional Activities</b>	6	9	12
<b>V. University Service</b>	3	4	5
<b>VI. Mentoring, including Student Advisement</b>	3	3	3
<b>Totals*</b>	<b>72</b>	<b>83</b>	<b>94</b>

\* Not the Column Sum

**Table II**  
**Table for Promotion in Rank**

	<b>Instructor to Assistant Professor</b>	<b>Assistant Professor to Associate Professor</b>	<b>Associate Professor to Professor</b>
<b>I. Teaching</b>	32	32	32
<b>II. Research Publications and Creative Activities</b>		15	18
<b>V. Professional Training and Experience</b>	4	6	12
<b>IV. Professional Activities</b>	6	9	12
<b>V. University Service</b>	3	4	5
<b>VI. Advisement</b>	3	3	3
<b>* Totals</b>	<b>72</b>	<b>83</b>	<b>94</b>

\* Not the Column Sum

**APPENDIX D**

**A GUIDE FOR QUANTITATIVE EVALUATION:  
PROMOTION AND TENURE  
(LIBRARY)**

**Appendix D**  
**A Guide for Quantitative Evaluation:**  
**Promotion and Tenure for Library Faculty**

Promotion from one major academic rank to the next and the granting of tenure shall be based on the following criteria:

- Excellence in librarianship
- Research, publications, and creative activities
- Professional training and experience
- Professional activities
- University service

The revised system for granting promotions and tenure makes it necessary for an applicant for promotion and tenure to be given a quantitative evaluation on each criterion listed. A point scale is assigned to each criterion and to the sub-categories thereof, and a -minimum number of points is required for favorable consideration.

- I. Excellence in librarianship - 50 points
  - A. Dean's evaluation - 20 points
  - B. Chairperson/Department Head's evaluation - 15 points
  - C. Peer Evaluation - 10
  - D. Student Evaluation - 5
- II. Research, publications and creative activities - 10 points
  - A. Research completed within past five years
    1. Book published or accepted for publication –
      - a. Authorship - 15 points
      - b. Co-authorship (1/2 credit)
      - c. Cited in research for published book - 3 points
    2. Contribution of a chapter or an article in a monograph or book - 10 points
    3. Article published or accepted for publication (print or electronic)
      - a. Refereed journal-10 points
      - b. Non-refereed journal-5points Co-authorship - 2 points
      - c. Cited in research for published articles - I point
    4. Creative works performed or displayed
      - National scale - 10 points
      - Regional/State - 6 points
      - Local - 4 points
      - Co-producers (1/2 credit)
    5. Published abstracts, annotated bibliography, reviews, handbooks & brochures
      - National - 10 points
      - Regional - 8 points
      - Local - 5 points



6. Editorial Involvement

Editor of a refereed journal or chairperson of an editorial board - 10 points

Editor of non-refereed journal chairperson - 5 points

Chairperson of a review panel for creative works - 5 points

Member of an editorial staff or board of a refereed journal - 5 points

Member of an editorial staff or board of a non-refereed journal - 2.5 points

7. Research in Progress

III. Professional Training and Experience - 15 points

A. Educational Attainment

1. Attainment of earned Terminal Degree (MLS is terminal degree for Librarians)
  - a. in Library Science - 8 points
  - b. not in Library Science - 4 points
2. Earned Specialist degree or completion of 24 hours of graduate work above the master's degree in Library Science 3 points
3. Completion of all but dissertation - 5 points
4. Attainment of Doctoral Degree - 4 points

B. Experience

1. Experience in librarianship
  - a. College or University level 1/2 point per year up to 20 years
  - b. Non-college level teaching - 1/4 point per year up to 16 years
2. Other professional experience related to Library Science - 1/4 point per year up to 16 years

C. Non-degree study: formal or informal course work, travel, and participation in conferences of developmental workshop, etc., over past five years - 6 points

IV. Professional activities and community service - 15 points

A. Professional activities over past five years - 10 points maximum

1. Service as an officer in a leading professional organization at the:
  - a. International or national level - 2.5 points per office
  - b. Regional or state level - 1.5 per office
  - c. Local level - 1 point per office
2. Service on a committee of professional organization as
  - a. Chairperson
    - i. National-2 points each
    - ii. Regional - 1.5 point each
    - iii. Local - 1 point each

- b. an active member - 1 point each
  - 3. Presentations at seminars, conventions, or conferences
    - a. National – 5
    - b. Regional - 3
    - c. Local - 2
  - 4. Attendance at professional meetings
    - a. National- 3 points each
    - b. Regional or state - 2 points each
    - c. Local level - 1 point each
  - 5. Securing of grants for University programs - 2.5 points per Grant
  - 6. Active membership in honor societies or professional organizations - 1.5 points
- B. Community Service over past five years - 5 points maximum
- 1. Service as an active member of a community public body having constitutional status of a government authority as
    - a. An officer
      - i. President - 2 points
      - ii. Vice President - 1.5 points
      - iii. Secretary-Treasurer - 1 point
      - iv. All other officers - .5 points
    - b. chairperson of a committee but not an officer - 2 points
    - c. an active member only - no an officer - 1 point
  - 2. Participation in community service activities - working for charitable or civic causes, making monetary contributions, attending or participating in programs or meetings on matters of community interest, etc. - in other than membership capacity - 2.5 points
  - 3. Participation in a civic service, or religious organization - voters leagues, scouts, Kiwanis, sodality, etc., - as
    - a. an officer
      - i. President - 2 points
      - ii. Vice President - 1.5 points
      - iii. Secretary or Treasurer - 1 point
      - iv. All other officers - .5 points
    - b. a committee chairperson not an officer - 1.5 points
    - c. an active member - not an officer or chairperson of a committee - 1 point
- V. University (Southern) service over past five years - 10 points
- A. Library Service - 5 points
- 1. Active participation on library committees and task forces
    - a. Chair - 2 points
    - b. Member - 1 point

2. Service as a representative of the library to professional or governmental bodies or agencies; Service as editor or contributor to in-house -publications; Preparation of exhibits or programs within the Libraries - 3 points

B. University Service 3 points

1. Active participation on university and university-related committees and task forces.
2. Officer for Faculty Senate
3. Committee chairperson for faculty senate
4. Presentations or seminars to, or consultations with, faculty and student groups within the university relating to professional matters.
5. Service as an advisor to student groups recognized by the University
6. Preparation of exhibits or programs within the University
7. Consulting or advisory service to off-campus programs

C. Service to the Public - 2 points

1. Presentation of informational public lectures or addresses
2. Service to community libraries museums or historical societies societies

VI. Mentoring and advisement for librarians involves counseling and assisting faculty and instruction in a formal classroom setting. They may also have involvement in bibliographic counseling (formal and informal) and aspects of the regular mentoring of students (i.e., through experiential learning germane to library utilizations).

**Note: There will be a tenure and non-tenure track for Librarians.**

**APPENDIX E**

**A GUIDE FOR PROMOTION AND TENURE  
(LABORATORY SCHOOL)**

**Appendix E**  
**A Guide for Quantitative Evaluation:**  
**Promotion and Tenure for**  
**Laboratory School Faculty**

Promotion from one major academic rank to the next and the granting of tenure shall be based on the following criteria.

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

The revised system for granting promotions and tenure makes it necessary for an applicant for promotion and tenure to be given a quantitative evaluation on each criterion listed. A point scale is assigned to each criterion and to the subcategories thereof, and a minimum number of points is required for favorable consideration. The criteria are listed in order of descending value, and under each heading categories are again listed in order of descending value.

- I. Teaching excellence -- 40 points
  - A. Principals' evaluation -- 25 points
  - B. Peer evaluation -- 15 points
- II. Research, publications, and creative activities -- 25 points
  - A. Research completed within past five years
    1. Book published or accepted for publication 15 (Co-authorship 1/2 credit)
    2. Article published or accepted for publication
      - Refereed journal -- 10 points
      - Non-refereed journal -- 5 points
      - Co-authorship (1/2 credit)
    3. Creative works performed or displayed

National scale -- 10 points  
General public (Regional) -- 7 point  
Limited (University Only) -- 5 points  
CO-Producers (1/2credit)

4. Published abstracts, annotated bibliography, reviews, handbooks, brochures.

National -- 5 points  
Regional --3 points  
Local -- 2 points

5. Editorial Involvement

Editor of a refereed journal or chairman of an editorial board -- 10 points

Editor of non-refereed journal or chairman of an editorial board -- 5 points

Chairman of a review panel for creative works -- 5 points

Member of an editorial staff or board of a refereed journal -- 5 points

Member of an editorial staff or board of a non-refereed journal -- 2.5 points

Member of a review panel for creative works -- 2.5 points

- B. Research in progress -- 1.5 points

The faculty member should file annual progress reports in which the following information is given:

1. Research topic
2. Progress since last report
3. Target date for completion
4. Problems encountered
5. University assistance sought

Report should be filed with the principal prior to faculty evaluations by the principal. Written verification from the principal indicating project is currently being pursued, its importance, progress reports are on file in the office of the principal and whether funded or non-funded, is required.

III. Professional training and experience - 15 points

A. Educational attainment

1. Attainment of earned terminal degree
  - a. in teaching discipline -- 8 points
  - b. not in teaching discipline -- 6 points
2. Completion of all but dissertation -- 4 points
3. Completion of course work, but not of foreign language requirements, general examinations, or other required examinations, for the terminal degree in major teaching discipline -- 3 points
4. Earned specialist degree or completion of 24 semester hours of graduate work above the master's degree in the major teaching discipline and in a degree program -- 2 points

B. Experience

1. Teaching experience
  - a. College or University level—1/2 point per year up to 20 years
  - b. Non-college level teaching -- 1/2 point per year up to 16 years
2. Other professional experience related to instruction -- 1/2 point per year up to 16 years

C. Non-degree study: formal or informal course work, travel, participation in conferences or developmental workshops, etc., over past five years --3 points

IV. Professional activities and community service -- 15 points

A. Professional activities over past five years -- 10 points maximum

1. Service as an officer in a leading professional organization at the
  - a. international or national level -- 2.5 points per office
  - b. regional or state level -- 1.5 points per office

- c. local level -- 1 point per office

Total -is not to exceed 5 points

2. Service on a committee of a professional organization as

- a. chairperson

National 1.5 points each

Regional 1 point each

Local -- .5 points each

Total is not to exceed 4 points

- b. an active member-- .5 points

Total is not to exceed 3 points

3. Presentations at seminars, conventions or conferences

National – 4 points each

Regional – 2.5 points each

Local – 1 point each

Total is not to exceed 4 points

4. Resource Person -- 2 points each

- a. serving on evaluation teams

- c. serving as a judge on debate teams,  
science fair, and/or-other competition

- d. serving as a visiting lecturer

Total is not to exceed 4 points

5. Attendance at professional meeting at the

- a. international or national level - 1.5 points each

- b. regional or state level -- 1 point each

- c. local level -- .5 points each

Total is not to exceed 2.5 points

6. Securing of grants for University programs -- 2.5 points per grant



Total is not to exceed 5 points

7. Director of institutes, workshops, seminars - 1 point each

Total is not to exceed 4 points

8. Active membership in honor societies or professional organizations -- .5 points each

B. Community service over past five years -- 5 points maximum

1. Service as an active member of a community public body having constitutional status or governmental authority as
  - a. an officer
    1. President -- 2 points
    2. Vice President -- 1.5 points
    3. Secretary or Treasurer -- 1 point
    4. All other officers -- .5 points
  - b. chairperson of a committee but not an officer -- 1.5 points
  - c. an active member only--not an officer or chairperson - 1 point
2. Participation in community service activities working for charitable or civic causes, making monetary contributions, attending or participating in programs or meetings on matters of community interest, etc.--in other than membership capacity -- 2.5 points
3. Participation in a civic service, or religious organization--voters leagues, scouts, Kiwanis, sodality, P.T.A., etc. as

- a. an officer

President -- 2 points

Vice President -- 1.5 Points

Secretary or Treasurer--- 1 point

All other officers .5 points

- b. chairperson of a committee but not an officer -- 1.5 points

- c. an active member only--not an officer or chairperson -- 1 point

V. University (Southern) service over past five years -- 10 points

- A. Chairperson of a standing committee at
  1. University level -- 1.5 points per appointment

2. College or department level -- 1 point per appointment

Total is not to exceed 3 points

B. Active member, other than chairperson, of standing committee at

1. University level -- 1 point per appointment
2. College or department level -- .5 points per appointment

Total is not to exceed 4 points

C. Sponsor of campus organization -1 point each

Total is not to exceed 4 Points

D. Member of University **Ad Hoc** Committee -- 1 point each

Total is not to exceed 4 points

E. President of Faculty Senate -- 1.5 points per term

Total is not to exceed 3 points

F. Other Officers or committee chairpersons for Faculty Senate--1 point per term

Total is not to exceed 2 points

G. Member of Faculty Senate Committee who is not an officer or chairperson -- 1 point per term

Total is not to exceed 3 points

H. Acting as consultant for or participating in University programs in areas outside of the faculty member's assigned responsibilities, including the assumption of extra class loads without pay or with reduced pay -- 1.5 points

Total is not to exceed --3 points

I. Supervision of student activities such as school publications, competitive projects, etc. -- 1 point

Total -is not to exceed 4 points

VI. Mentoring, including Advisement -- 5 points

A. Mentoring is a complex process that often entails interacting with, informing, supporting, challenging, and guiding. At the graduate level, it may be a one-to-one relationship between the advisor and the student. Advisement is taken to include academic and professional consultation with students at faculty member is assigned level and at the college level. Good advisement will be manifested in the following ways:

1. demonstration of knowledge of available academic programs
2. demonstration of concern for student's development and welfare
3. making available one's experience

B. Supervision of Student Teaching

C. Supervision of Laboratory Experiences

1. Students observation
- 2 Students mini teaching
3. Consultation with students coming in for aids, materials, procedures, etc. for methods courses

**APPENDIX F**

**SUBR**

**CAMPUS GRIEVANCE REVIEW PROCEDURES FOR  
UNCLASSIFIED EMPLOYEES**

## **APPENDIX F**

### **SOUTHERN UNIVERSITY AND A&M COLLEGE BATON ROUGE, LOUISIANA**

#### **CAMPUS GRIEVANCE REVIEW PROCEDURES FOR UNCLASSIFIED EMPLOYEES**

##### **Grievance Policy**

Unclassified employees of Southern University at Baton Rouge will have the right to file a grievance to seek administrative relief in matters of fairness, equity or other non meritorious affecting an unclassified employee's employment status. The Southern University Board of Supervisors' Grievance Procedures (effective March 2, 1998) define the categories of grievances which can be filed and appealed through the levels of the System President and Board of Supervisors. All grievances of unclassified employees of Southern University and A&M College at Baton Rouge will be handled under the provisions herein stated, subject to the Grievance Policy and Procedures promulgated by the System President and the Board of Supervisors.

An unclassified employee's right to administrative review of his/her grievance which is not appealable to the System President and Board will be fully exhausted when the decision of the Chancellor is rendered. All authority to handle grievances which the Board of Supervisors and the System President do not reserve unto themselves will be handled completely under the administrative authority of the Baton Rouge campus as contained herein.

The University encourages all employees to participate in good faith in discussions, mediation efforts and other activities which are designed to bring amicable resolution to matters giving rise to grievances, even after a grievance is filed.

##### **Grievance Procedures**

#### **I. Request for Review of Grievance**

The request for a review of the grievance of an unclassified employee of Southern University and A&M College (the "University") must:

- A. be submitted in writing on the approved grievance form (available in the campus Personnel Office) for unclassified employees to the Vice Chancellor or the appropriate Supervisor or his/her designee (hereinafter, the "**Reviewing Officer**") who manages the grievant's area within thirty (30) calendar days (weekends and legal holidays included, except the Christmas holidays granted to 12 month unclassified employees will not be counted as part of the 30 calendar days.) after the date on which the grievant received written notice of the grievable action. When

no written notice was required or otherwise provided, the 30 days will run from the date on which the grievant establish by the documentation presented that (s)he learned or became aware that the grievable action had occurred. However, the grievance must be filed within no more than 120 calendar days from the date that the grievable action occurred, regardless of when the grievant learned of the grievable action or event; and

- B. be signed by the grievant; and
- C. Provide the full name, title, department, mailing address, telephone number and social security number of the grievant; and
- D. Contain a clear and concise statement of:
  - 1. The action or event giving rise to the grievance; and
  - 2. The basis for the review of the grievance. Where discrimination is alleged, facts regarding the act(s) of discrimination must be particularly and specifically stated in details sufficient to enable the party responding to the charge to prepare a statement in defense or support of the action taken. The types of facts which **must** be included are as follows:
    - a) the date(s), the time(s) and the place(s) that the grievable action(s) and/or the event(s) occurred, including a detailing of the circumstances which led the grievant to believe that the adverse decision/action was based on his/her religion, political beliefs, sex, race, national origin, marital status or other non meritorious factors; and
    - b) the name of the person(s) who took the action that led to the filing of the grievance; and/or
    - c) how the grievant's actions, conduct or performance was the same as that of a comparable person(s) who was treated differently; and/or
    - d) the name(s) and other identifying information about the comparable person(s) who was treated differently and the date(s) that the different treatment occurred; and/or
    - e) the specific effect that the action had on the grievant; and/or
    - f) a statement of the Board of Supervisors' Bylaw, Regulation, University policy, procedure and/or other rule which was/were

violated in sufficient detail to enable the responding party to prepare a response to the allegation(s) in the grievance; and

- g) a statement of the grievant's effort to get the matter resolved before filing the grievance.
- h) **A statement simply alleging that an act of discrimination occurred or that there was the application of a non-meritorious factor which had a discriminatory effect on a grievant is not sufficient to justify a review of a grievance.** The basis for the grievance must be specifically delineated.

E. state the date on which the grievant received written notice of the action on which the complaint is based, if applicable, and attach a copy of the notice; or provide sufficient details to document the date on which the grievant learned of the action giving rise to the complaint; and

F. state the relief sought by the grievant; and

G. provide all documentation available to the grievant to support his/her allegations, including the names, addresses and other identifying information for any and all comparable parties and/or witnesses to the act or event giving rise to the grievance.

## **II. HANDLING OF GRIEVANCE**

- A. Within five (5) work days of receiving the grievance, the Reviewing Officer or his/her designee will acknowledge receipt of the grievance; review the grievance to determine if this procedure is the appropriate one under which the grievance should be filed; provide a copy of the grievance to the appropriate responding party (parties) with a request for a written response within five (5) work days from the date of the transmission; and give notice to the grievant and all appropriate parties (responding party, supervisors, etc.) of the date, time and place for meetings to discuss possible resolution(s) of the grievance. Although every effort will be made to set times that are satisfactory to the parties, the decision in this regard will rest with the Reviewing Officer or his/her designee. If the action complained of is not grievable, the grievant will be so notified by the Reviewing Officer and provided with an explanation as to why the grievance is being dismissed.
- B. The meeting of the parties with the Reviewing Officer or his/her designee will take place within five (5) work days after the receipt of the response from the responding party. **Every effort should be made to resolve the grievance at this level.** A record of the discussion(s) will be maintained as part of the official file.

### C. Results of discussions:

1. **If there is an amicable resolution**, the Reviewing Officer or his/her designee will provide written notice of the terms of the settlement resolution to each of the parties for their signatures as an indication that the terms are acceptable within no more than five (5) work days of reaching the settlement. The Reviewing Officer and each of the parties will receive a signed original of the settlement agreement.
2. **If no amicable resolution is reached** through the discussions between the parties, after considering the submissions of the parties and the content of the discussions between the parties, the Reviewing Officer or his/her designee will issue a decision which (s)he feels will resolve the grievance; provide written notice of the decision to the parties within five (5) work days following the end of the discussions; and give notice to the grievant of his/her right to submit a written request for his/her grievance to be submitted to the Chancellor or his designee for transmittal to an Unclassified Employees' Grievance Panel. Upon receipt of the request for a hearing, the Reviewing Officer will transmit the grievance, the response(s) to it, and the Reviewing Officer's decision to the **Unclassified Employees Grievance Panel**<sup>1</sup> for review and, if applicable, to conduct a hearing for the grievant.
3. The Grievance Panel will meet within five (5) work days of receiving the grievance from the Chancellor or his designee and will give notice to the grievant and the responding party of the schedule by which it will proceed to hear the grievance; notify the parties of any information which the panel needs from the parties to complete its business; set deadlines for the receipt of information/documents and witness lists; and set the tentative date for the grievant's hearing. The Grievance Panel will conduct the hearing within the time frame indicated in the notice to the parties. A record of the hearing proceedings will be kept.

### III. Hearing Guidelines

The following guidelines and procedures will be applicable:

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<sup>1</sup>The Chancellor shall appoint Unclassified Employees' Grievance Panels as the need arise or a standing Grievance Panel. The panel shall be composed of faculty members and other unclassified staff members. The panel should have no less than five members and no more than nine members, from among whom a chairperson will be selected to conduct the proceedings which are submitted to the body on a case by case basis.

- A. The Chairman will convene the Panel to hear the grievance.



- B. The hearing is not intended as a trial before a court of law and, therefore, adherence to the strict rules of evidence is not required. The Panel is intended to be a fact-finding body. Questions relating to the competency, relevancy or materiality of testimony and evidence, and latitude in conducting questioning will be based upon the Panel's determination as to what is just, fair and reasonable under the circumstances.
- C. At the outset of the hearing, the Chairman will announce that the Panel is convened for the purpose of hearing the grievance of (Grievant's Name), a (Title) at (Campus) which was filed with the Grievance Panel on (Date).
- D. The Chairman will ask both the Grievant and the Responding Party to state a preference of a forum, i.e., public or close session; however, the final decision will rest with the Panel. (If a closed session is chosen, all nonessential persons will be asked to leave the hearing room.)
- E. The Chairman will call the Panel to order.
- F. Chairman will give an opening statement which details the procedures to be followed, the purpose of proceeding, notice of the Panel's reservation of its right to limit evidence and statements deemed irrelevant or unrelated to issues at hand and to hear or not to hear witnesses offered by the parties.

#### **IV. Hearing Procedures**

- A. The Reviewing Office will provide a detailed statement of the actions taken on the grievance.
- B. Grievant makes the opening statement detailing his/her grievance and the remedy he/she seeks.
- C. The Responding Party will make an opening statement to detail his/her position relative to the grievance.
- D. Grievant will present in full his/her grievance and may offer documentary support of his/her position and call the approved witnesses from his/her witness list for the Panel to hear, if it desires to hear them.
- E. The Responding Party may fully respond to grievant's statement and/or offer rebuttal evidence, witnesses, etc. If Panel desires to hear witnesses, they will be called as Panel indicates they are needed, however, the witnesses will remain outside of the hearing room unless otherwise instructed by the Panel Chair to do otherwise.

- F. The Panel may:
1. Ask questions of all parties and their witnesses;
  2. Call witnesses which it considers pertinent to reaching a fair and just conclusion;
  3. Allow closing statements from Grievant and Responding Party(ies);
  4. Dismiss Grievant and others not pertinent to its deliberations while the Panel discusses the grievance, the evidence, testimony and the proceedings.
- G. At the conclusion of the hearing the Panel may deliberate in a closed session to reach its decision and to fashion a recommendation to the Chancellor.
- H. The Panel will reconvene and announce the action that it will take regarding the grievance, which may include, but is not limited to:
1. Taking the matter under advisement if no decision can be reached at that time. However, the Panel will notify the parties of the date by which a decision will be rendered, which will be no more than seven (7) calendar days following the conclusion of the hearing, unless an extension is approved by the Chancellor.
  2. Rendering a decision in favor of the Grievant based upon the facts, evidence, testimony and recommending to the Chancellor that the relief sought be granted.
  3. Finding that the grievance has no basis in fact that is supported by the evidence, testimony and record presented and recommending to the Chancellor that the relief sought be denied and the action of the Responding Party, if applicable, be upheld.
  4. Recommending to the Chancellor that settlement discussions be initiated and that the matter be remanded for further discussion, based on the parties indicated willingness to enter into and be governed by a written settlement agreement. If the settlement option is accepted by the grievant and the responding party, then the grievance review process will end and the parties will abide by the terms of the settlement document.
- I. Within three (3) work days following the conclusion of the hearing or the Panel's deliberations, the Chair of the Grievance Panel will provide written notice to the Chancellor, the Reviewing Officer, the Grievant and the Responding Party of its decision

and the recommendation which the Panel will submit to the Chancellor. The party against whom an unfavorable decision and recommendation are rendered (Grievant or Responding Party) will also be notified of their right to appeal the decision to the Chancellor. The hearing record, which will include all documents, testimony, recordings, transcripts, written statements, etc., will be preserved and forwarded to the Chancellor and a copy to the Reviewing Officer, along with a copy of the Grievance Panel's decision and recommendation.

J. The hearing will be recorded by an acceptable method and the recording retained by the Chancellor's Office for at least one year following the conclusion of the proceedings. The Grievant and the Responding Party(ies) may obtain a copy of the tape recording at his/her expense by requesting it in writing from the Chair of the Grievance Panel.

## **V. RIGHT TO APPEAL**

- A. If the decision of the Grievance Panel or at any level below is unfavorable to the grievant or the responding party, it may be appealed to the next level within five (5) work days of the receipt of the unfavorable decision whether by mail or hand delivery, if:
  - 1. New evidence or information has surfaced which was not known and not available to the appealing party prior to the conclusion of the hearing before the Grievance Panel; and/or
  - 2. The hearing record reflects that the appealing party was denied due process or a right(s) to which (s)he was entitled; and/or
  - 3. Errors by the Grievance Panel as reflected in the hearing record caused an inappropriate decision to be rendered that is not supported by the facts, evidence, etc. presented at the hearing.
- B. The unfavorable decision of the Grievance Panel may be appealed to the campus Chancellor.
- C. The unfavorable decision of the campus Chancellor may be appealed to the System President, if applicable.
- D. The unfavorable decision of the System President may be appealed to the Board of Supervisors through its Chairman, if applicable, however, the appealing party must document that efforts have been made to exhaust all administrative review rights at the campus and system levels before appealing to the Board of Supervisors.
- E. The ground(s) on which the appeal is based must be specifically stated and supported by the hearing or supplemented record, if applicable.

## **VI. APPEAL PROCEDURES**

A. The appeal must:

1. Be submitted in writing to the Chancellor within five (5) work days of his/her receipt of the decision that is being appealed. The grievant must also send notification of his/her appeal to the Chair of Grievance Panel with a request for the official hearing record to be forwarded to the Chancellor.
2. State with specificity the basis for the appeal and provide details from the hearing record, proof of facts and/or other information which support the appealing party's right to be granted a review of his/her appeal as applicable in Part V.A. above.
3. The following delays will be observed in responding to the appeal:
  - a. The Chancellor will respond to the appeal within ten (10) work days of receiving the hearing record.
  - b. If the appealing party desires to appeal to the System President, the appeal must be filed in writing within seven (7) calendar days from his/her receipt of the Chancellor's decision.
  - c. Appeals to the System President will be in accordance with the policy and procedures set forth by the President.
  - d. Appeals to the Board of Supervisors will be governed by the Board's Grievance Policy and Procedures.

**VII. Other Matters**

- A. **Representation:** At all levels of review, parties to the grievance may be accompanied by a representative who may be an attorney. The participation of the representative will be limited to advising the party, unless a greater participation role is granted by the presiding official.
- B. **Confidentiality:** Reasonable efforts will be made to insure the confidentiality of all closed proceedings, hearings and the records produced therefrom. However, should any matter arising during the course of the proceeding become public, the right to issue appropriate statements relative to the matter will fall to the Chancellor, who will consult with the System President.
- C. **Communications to Grievance Panel:** Communications directed to individual members of the Grievance Panel that pertain to a grievance or a potential grievance will not be acknowledged except through the use of this procedure, subject to the Grievance Policy and Procedures of the Southern University Board of Supervisors and the Office of the System President.

- D. **Inclusive Provisions:** The Grievance Policy and Procedures of the Southern University Board of Supervisors are made a part of this policy and procedure as if fully stated herein. If any provision of this policy and procedure is in opposition to the grievance provisions of the Board, the Board's provisions will take precedence.

## **APPENDIX G**

### **POLICIES AND PROCEDURES FOR RESPONDING TO FINANCIAL EMERGENCIES AT SOUTHERN UNIVERSITY**

## APPENDIX G

### POLICIES AND PROCEDURES FOR RESPONDING TO FINANCIAL EMERGENCIES AT SOUTHERN UNIVERSITY

#### Introductory Statement

- A. This document sets forth policies and procedures for the orderly development and implementation of plans for addressing financial emergencies at Southern University. In specific terms, this document:
1. Defines the term *financial emergency*;
  2. Establishes the process by which a financial emergency maybe administratively determined and declared;
  3. Establishes the guidelines that will be used to govern retrenchment planning processes; and,
  4. Establishes the guidelines for implementing retrenchment plans.
- B. The policies and procedures expressed herein have been developed in recognition of the need to ensure objective action during a financial emergency. Furthermore, both the declaration of a *financial emergency* and the development and implementation of plans to address such a situation will be done with consideration for the welfare of the principal components that comprise the Southern University System.

#### Definition of Financial Emergency

For the purposes of this policy, the term *financial emergency* means a condition of significant financial stress which demands immediate attention to protect the overall stability of the University and/or its departments (academic and nonacademic), as determined by the Southern University Board of Supervisors.

Such an emergency is a situation calling for the reduction and/or reallocation of expenditures, including reduction, reorganization, or termination of University program activities and employees, as the Board of Supervisors shall determine. A financial emergency may be the result of a substantial decline or shift in student enrollment, a reduction in State funding, a reduction or loss of revenue from non-State sources or other loss of income, or other events requiring unanticipated expenditures.

#### Procedures for Determination and Declaration of a Financial Emergency

- A. An official financial emergency at Southern University shall be declared only by the Board of Supervisors but may be announced either by the president of the University or other authorized representatives of the Board.

- B. Should the president of the University observe evidence of serious financial difficulties, he/she shall consult with the President's Advisory Council and initiate a review of the financial status of the University and the stability of its campuses and centers to determine whether a condition of financial emergency exists. After this review has been rendered and after appropriate discussions with members of the President's Advisory Council and other advisors, if the evidence examined indicates that a financial emergency exists or is anticipated, the president shall prepare and submit a Report of Emergency to the Board of Supervisors.
- C. After the Board of Supervisors considers the Report of Financial Emergency and recommendations of the president, the Board may formally declare a condition of financial emergency and authorize the development of a preliminary retrenchment plan consistent with the nature and severity of the financial emergency.

**Guidelines for Retrenchment Planning: Development of the Preliminary Retrenchment Plan**

- A. When a "financial emergency" has been declared by the Board of Supervisors, the president of the University shall direct the development of a preliminary retrenchment plan to effectively address the emergency. Where the fiscal conditions of the state and the public comments or actions of the Governor and/or Legislature cause the University to infer that a state of financial emergency for the University is likely to develop for the ensuing, the Board may direct the resident to begin development of a preliminary retrenchment pain before the actual declaration of financial emergency by the Board. Such a plan will not be implemented, however, until the Board declares financial emergency, and is expected to otherwise meet the policies and procedures of this document.
- B. In drafting the preliminary retrenchment plan, the following statements shall guide all planning processes:
  - 1. The mission of the University, current university goals, purposes, and institutional priorities; and,
  - 2. Applicable federal and state laws, rules, regulations, policies, and procedures. Other directives of the State of Louisiana as articulated by the Legislature, the Governor, the Board of Regents, the Commissioner of Administration or other authorized State officials, and/or regulatory bodies shall be considered.
- C. The preliminary retrenchment plan proposes the reduction, reorganization, consolidation, or termination of programs and/or activities, including positions. In considering such action, the following guidelines shall be observed:



1. Both academic and nonacademic programs and/or activities may be reviewed for possible retrenchment action; and,
  2. In order to ensure excellence, the financial stability of programs and/or activities, some reductions may be applied on a university-wide basis while others may be applied to selected activities as appropriate. Such reductions are not required to be uniform throughout the University. Selective reductions may be applied to certain areas in order that other areas of priority may be strengthened. Therefore, the preliminary retrenchment plan may require the complete elimination of some programs and/or activities while requiring the reorganization, reduction, or strengthening of others.
- D. The review of programs as a part of the retrenchment planning process will be done in recognition of, but will not necessarily be limited to the following criteria:
1. Centrality - Relationship to mission, goals, and priorities of the University.
  2. Quality - National, regional, and State ranking, accreditation status, strength of faculty, and reputation of graduates.
  3. Demand - Current and projected enrollment, number of majors, quality of applicants, number of graduates during the last three to five years, and outlook for placement of graduates.
  4. Critical Relationships to Other Programs - Service courses taught and negative impact on other programs, if significantly reduced or terminated.
  5. Costs in Relation to Productivity - Positions required, classrooms and other resources needed, revenues generated and expended, and productivity and consumption data.
  6. Research Implications - The extent to which research outputs contribute to teaching and learning processes and/or other University priorities.
  7. Potential for External Financial Support -Probability of federal, state, foundation, corporate, or local support.
  8. External Considerations - Only program available to serve a special need within the state or region.
  9. Alternative Actions - The extent to which other efficiency measures may serve as adequate alternatives to curtailment or discontinuation.