

IMPLEMENTATION PLAN

1997/98

For the
Extra-Compensation Policy of
Southern University and A&M System

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**IMPLEMENTATION PLAN
FOR THE EXTRA-COMPENSATION POLICY
OF SOUTHERN UNIVERSITY AND A&M SYSTEM
AT SOUTHERN UNIVERSITY AND A&M COLLEGE (SUBR)
BATON ROUGE, LOUISIANA 70813**

Effective Date: August 1, 1996

I. PURPOSE

The Southern University - Baton Rouge Implementation Plan is intended as an operating guide for the "Extra-Compensation Policy" of the Southern University and A&M College System (SU-System). As such, the complete extra-compensation policy for Southern University and A&M College in Baton Rouge (SUBR) comprises two inseparable documents (a) the Extra-Compensation Policy of the Southern University and A&M College System (SU-System) and (b) the "Implementation Plan". Further, in case of a conflict of interpretation resulting from the use of these two documents, it shall be resolved first by the application of the provisions of the "Extra-Compensation Policy" of SU-System.

The purpose of this document is to set forth, in accordance with applicable laws, regulations, and policies enunciated below, the implementation plan and procedures for extra-compensation. Specifically, this document answers the following questions.

- (a) When is extra-compensation applicable ?
- (b) What is the approval process?
- (d) Who is responsible for monitoring?
- (e) What is the nature of employee eligibilities?
- (f) What is the applicable rate?

It should *be clearly* understood that it is not the purpose of this document to invite excessive or routine recourse, by an employee and his/her supervisors, to extra-work assignment for extra-compensation. Whenever the expertise or services of an employee are needed for the performance of some tasks - for the general operation of the University or for the execution of a sponsored project, the following **Priority Ordering Test (POT)** shall be applied.

1. Released-time from normal workload, tasks or assignments
2. Summer employment of up-to three (3) months
3. Extra-compensation in rare and unusual cases defined below

II. AUTHORITY

The authority of the Southern University Board of Supervisors for developing, promulgating, and updating the Extra-Compensation Policy of the SU-System and for allowing the implementation of same on SUBR campus rests in part on the following:

1. Title 34, Code of Federal Regulations, Part 1 - 299, Revised as of July 1, 1993, Part 74- Administration of Grants to Institutions of Higher Education, Hospitals and Non-profit Organizations, Subpart Q - Cost Principles, Part 74.170 - 74.176 and Office of Management and Budget (OMB) Circular A-021 cost Principles for Educational Institutions, effective October 1, 1979, as amended or revised.
2. Acts 1975, No. 313 - Regular Session, Louisiana Legislature-LSA-R.S. 17:3301-3305 (Part IV - Organization; 3311-3313 (Part V - Sick Leave); and 3351 (Part VI, Powers and Duties of Management Boards).
3. State of Louisiana Code of Government Ethics, Revised Statute (R.S.) 1950, Title 42, Chapter 15 and its amendments. Of particular relevancy is Act 229 of 1987 [La. R.S. 42:1123 (9) & (10)] that provides for:
 - (a) a faculty or staff member at a public higher education institution to share in the proceeds of any patent, copyright, licensing right, or royalty,
 - (b) the performance of services for compensation by faculty or staff members of a public higher education institution when such services and the related compensation are respectively over and above the regular contractual (or employment) obligations and related compensation, and for
 - (c) the possibility for faculty and staff members of public higher education institution to enter into contracting arrangements with public and private entities, including their employer, for services and related compensations respectively over and above the regular employment obligations and related compensation.
4. Act No. 647 of 1989 [La. R. S. 17:3129.4] that provides for "supplementing" the salary or compensation of faculty members at public higher education institutions in the state of Louisiana and for the establishment of the Faculty Incentive Fund (FIF).
5. Department of Civil Service, State of Louisiana, State Personnel Manual and Civil Service Rules, as revised or amended.

6. Bylaws and Regulations of the Board of Supervisors, Southern University and A&M College System, October 26, 1991, as revised or amended.
7. The Extra-Compensation Policy of the Southern University and A&M College System, 1996, as revised or amended.
8. Southern University and A&M College Handbook for University Personnel, January 1981, as amended or revised.
9. Where there is a conflict in the interpretations resulting from use of these authorities, it shall be resolved first, by application of the provisions of OMB Circular A-21 and other applicable federal laws; second, by the application of the inclusive State laws and other appropriate statutory or case law; and third, by the application of Board of Supervisors and/or University System Policy.

III. SCOPE

The scope of this Implementation Plan is as defined in the Extra-Compensation Policy of the Southern University and A&M College System. In particular, the latter Policy, in conjunction with this Implementation Plan, supersedes all existing policies, at Southern University and A&M College in Baton Rouge, relative to extra-compensation. This Plan, with the supporting SU-System Policy, "applies to extra-compensation to be paid to SUBR employees for services rendered in excess of their normal workload or duties and responsibilities, including employment situations where release time is required for an employee who is approved to work on a sponsored project by an awarding or sponsoring agency which has entered into a sponsored agreement with an institution within the Southern University System after October 1, 1995."

IV. DEFINITIONS

For the purpose of this Implementation Plan, the definitions of words and terms having special meanings are; first, set in the Extra-Compensation Policy of the Southern University and A&M College System, second, as follows below, and third, as stated in the glossary of this Plan.

Extra-Work: work assigned to (or duties and responsibilities assumed by) an employee and that is unrelated to, or independent of, and in excess of his/her normal workload (nature, quantity, separate operation, remote site of execution, etc.) as specified in the basic employment contract or agreement with SUBR.

Instances where such work is performed are expected to be *incidental* and hence not part of a routine practice that continues over years - for a given employee and a given task or assignment.

The redundancy in the above definition is intentional. "Unrelated to" or "independent of" generally leads to "in excess of," either in nature, quantity, or site of performance. Employees who have the

responsibility of assigning extra-work or reviewing extra-work assignments are reminded that "the normal or regular workload" of an employee is defined in terms of what is spelled out in the employment contract or agreement of that employee and what is carried out by a majority or close to a majority of the SUBR peers of that employee, with similar or comparable employment contracts or agreements.

For a given employee and a given extra-work assignment, "incidental" means relatively short duration (as compared to well over one year). It also connotes an effort level (i.e. percent time) small compared to 100% effort level.

Extra-Compensation: salary or compensation earned by an employee, and paid from an SUBR source, for the performance of extra-work as defined above. Explicitly excluded from this definition are earnings, that may be paid to an employee from an SUBR source, and from the following:

- (1) Patent, copyright, licensing right, or royalty as stipulated by La. R. S. 42:1123 (9.a);
- (2) Supplements to salary usually paid from private funds for which retirement contributions may not be payable; monetary awards pursuant to the annual employee recognition/excellence awards at SUBR fall in this category;
- (3) one-time supplements to salary as dictated by State Law (i.e. the one time 4.176% salary not to exceed \$1002.24 paid to eligible SUBR employees in 1995 as per an Act of the 1995 Louisiana Legislature); or that
- (4) fall in an exceptional category, partly specified by a grant or contract instrument, where the nature or site of performance of a sponsored work may lead to payments, to an employee from SUBR sources, that are not comparable to the regular SUBR salaries and that generally are governed by special instruments. Exceptional categories currently known include long time (usually a month or more) physics research in Antarctica or international project execution overseas. In these cases, affected employees are generally placed on leave of absence - relative to their regular employment at SUBR - for them to enter into another employment or contractual agreement with SUBR that allows for the payment of a salary whose rate is unrelated to the RSR defined below and for which other payments (stipends, fees) may be paid for hardship, housing assistance, etc.

Regular Salary (or Compensation) Rate (RSR or RCR): the amount of compensation paid to an employee per unit time (i.e. month) and that is based solely on the compensation in the basic contract or employment agreement between that employee and SUBR. For a one month period, this rate will be computed as 1/9th's of the nine month academic year salary for faculty members and 1/12th's of the fiscal year salary for employees whose employment contracts or agreements cover a twelve month period. Regular, hourly compensation rates shall be based on 1560 hours for 9-month

employees and 2080 hours for 12 month employees.

Total Allowable Compensation: the total amount of compensation which can be earned by an employee, from SUBR sources, and is defined as the sum of the regular compensation possible, pursuant to the regular (or basic) employment of that employee over a twelve month period, and of the *maximum extra-compensation* that employee can earn over the same twelve month period. This period is ordinarily defined from July 1 of a year to June 30 of the following year. Excluded from this definition of "total allowable compensation" are earnings that fall in one of the four exceptions delineated above in the definition of extra-compensation.

Specifically, for a faculty member, this total allowable compensation is the maximum extra-compensation over an academic year plus (12/9) multiplied by the nine month (academic year) salary specified by the basic employment contract or agreement with SUBR. *Nine-month employees can be employed during the summer session for up to three months, from the end of the spring semester to the beginning of the fall semester. The rate of pay shall be the same as the 9 month base rate.*

For a twelve-month employee, the total allowable compensation is the maximum extra-compensation earned in a fiscal year plus the regular salary (RS) for the 12 month period of that fiscal year. The *maximum extra-compensation* is defined below.

Sponsored Project/Program: a project/program whose implementation is paid for, entirely or in part, by funds awarded to SUBR from public (federal, state, city, etc.) and/or private (industry, private foundations, etc.) sources. Externally funded research or instructional projects are typical sponsored projects.

Sponsored Project/Program Instrument: a sponsored project or program instrument is the complete collection of all written agreements between SUBR and an awarding or funding agency relative to a project; it include the approved proposal and its budget, the award agreement (contract, grant, cooperative agreement, etc.), and any subsequent written agreement - pertaining to that project or program - between the funding agency and SUBR.

Warning: For the purpose of this definition, it is imperative that employees who assign or review extra-work assignment understand that a letter from an agency director or a program officer, while generally relevant for programmatic activities, does not generally have budgetary (fiduciary) implications or authorities. In particular, for federal agencies, a written agreement that can alter a budget or allow an extra-work assignment that was not in the initial project instrument must generally be from a *contracting officer*. Contracting officers are generally the same individuals as the ones who sign the award letter, contract or agreement.

Department: a department is a functional and administrative unit, generally led by a chairperson or a director. A typical department is an academic department (i.e. Department of Physics, Department of English). For the purpose of this document, functional and administrative units like centers and institutes, that are generally led by a director, are also departments.

V. GENERAL POLICY AND PROCEDURES FOR EXTRA-COMPENSATION

a. When is extra-compensation applicable?

Occasionally, academic, professional and other employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal work. The need for allowing extra-work and the related extra-compensation will always be evaluated in view of the advantages to Southern University and A&M College at Baton Rouge (SUBR) and the conformity of same to applicable laws, regulations, and policies. When such assignments are clearly not a part of the employee's normal assignment, extra-compensation may be permitted in the following instances:

- (1) The extra-work assignment is across departmental lines (e.g. interdisciplinary centers), or "involves a separate or remote operation", and
- (2) The extra-work is explicitly provided for in the Sponsored Agreement or approved in writing by the awarding federal agency.

b. What is the Approval Process?

- (1) If the prospective consultant, a university employee, determines that he/she is eligible for extra-compensation, a request (with prior extra-compensation documentation for the fiscal year) should be made to the head of the unit who will apply the Priority Ordering Test (POT). This should also be done for new proposals being submitted to funding agencies.
- (2) If it is determined by the unit head that the request passes the POT, then a request should be made by the unit head to the Dean of the College. If the Dean approves the request, then it is forwarded to the Vice Chancellor, Office of Research and Strategic Initiatives (VC-ORSI) who will review the request and justifications, including the interdisciplinary nature of the project and approve or disapprove. For new proposals with extra-work-extra-compensation, it must be stated explicitly on: (a) the proposal routing cover, and (b) the budget figures and explanation sections. ORSI will check proposals to make sure that these provisions are appropriately stated and that the POT requirement has been met as evidenced by a transmittal letter from the Dean to ORSI requesting approval of the proposed work.
- (3) Approval of the request by the Vice Chancellor (ORSI), should precede the initiation of *a personnel action form (PAF)*, which must be approved by the Personnel Office and the Chancellor.

The main difference between these PAFs (involving extra-work) and other regular PAFs is that the expression "extra-work assignment for extra-compensation" will be the **required first terms in the "comments" Section of any PAF that entails extra-compensation for extra-work.** The head of the budget unit where such a PAF is to be initiated is responsible for ensuring that this information is provided and that appropriate approvals have been obtained.

c. Who is Responsible for Monitoring?

- (1) A **unit head** should maintain a log of all faculty or personnel receiving extra-compensation in his/her area and submit same as part of the annual report of that unit.
- (2) For each PAF that entails extra-work assignment for extra-compensation, the responsibility for verifying that extra-compensation is allowable, as per the instrument of a sponsored project, if any is involved, primarily rests with the **Office of Grants and Sponsored Programs (OGSP)** who normally receives the award letter and/or with the **Comptroller's Office** (i.e., accountant/analyst in charge of the applicable sponsored project). *As a rule, an extra-work assignment involving sponsored project has to be allowable as per the award instrument, before approval is granted.* The sponsored project instrument to be reviewed includes the approved proposal and budget for the applicable sponsored project, the award letter (or contract, agreement, etc) and accompanying regulations or documents, and any subsequent written agreement between SUBR and the funding organization.
- (3) Offices in charge of the computerized PAF-tracking system at the campus level (including **Personnel** and **Budget Offices**) will track the instances of extra-work assigned and the amounts of extra-compensation paid to any SUBR employee. The resulting data, *to be compiled by the Personnel Office in an annual report*, will allow not only the documentation of compliance with the limits and rates of extra-compensations but also will assist the University in avoiding routine involvement in extra-work by any employee, from one year to the next, beyond that which is permitted by this Plan or by Act No. 229 of 1987. Similar data will be collected by the Personnel Office pursuant to the implementation of Act 229 of 1987, even though some instances of this implementation may be unrelated to extra-work and extra-compensation as defined here.

d. What is the nature of employee eligibilities?

Classified Employees: Personnel with employment and related compensation governed by the Louisiana Civil Service laws and regulations will have to follow Civil Service regulations for the assignment of extra-work (i.e. overtime) and for the compensation for same. The Director of the Personnel Office or his designee is responsible for ensuring consistent and uniform compliance with Civil Service regulations.

Unclassified Employees: Typically, extra-compensation is earned by an unclassified employee from departments other than his/her home department (i.e., in cases across departmental lines). The home department is generally the department where (or for which) over 50% of the employee's regular work is to be performed - as per the basic employment contract or agreement. Extra-work for extra-compensation may include instruction, research, or public service activities which are generally short term in nature. On an incidental basis, as opposed to a routine practice, the home department of a given faculty member may assign him/her extra-teaching for extra-compensation if (a) such extra-compensation entails no externally sponsored funding or (b) the extra-work assignment involves "a separate or remote operation."

Extra-compensation for instruction may include teaching courses for college credit (i.e. evening school/continuing education courses), reviewing or administering examinations or tests (i.e. CPA/GRE), serving as supervisory teachers or grading independent study courses. Extra-compensation assignments may also include special teaching assignments in other non-credit courses (i.e. short courses; Summer Science Institute or Engineering Summer Institute courses).

Faculty personnel and staff members are generally given *released time* for the execution of sponsored projects (i.e. research, instruction, public service, etc.). Extra-compensation will generally not be allowed for an employee that is on released time unless dictated by special circumstances. Special circumstances can be invoked only when the extra-work is to be necessarily performed after 5:00 PM and before 8:00 AM (on regular work days) and on week-ends and holidays. Typical situations where these circumstances can be invoked include after-five teaching or tutoring, Saturday teaching or workshops as in Saturday Academies, two or more hours of required monitoring of an experimental set-up or sample on week-ends and holidays.

Additional specific requirements, aimed at avoiding double-compensation for essentially the same work, are delineated below for different groups of employees. These groups are distinct by the length and nature of their employments.

Full Time Faculty Personnel (Unclassified)

For a full time faculty member, not on release time, extra-work may be assigned and extra-compensation may be paid in accordance with this Implementation Plan.

Whenever a full time faculty member *on release time* is to be assigned extra-work for extra-compensation, not only the above noted justifications must be made before approval, but also the extra-work and the release-time work must be properly documented [location, date, time of performance, tasks accomplished, and signature]. This documentation, for a given month, will be attached to the pay-roll for the payments to the affected employee for the extra-work and for the release-time work.

Full Time (Twelve Month), Unclassified Employees

Full time fiscal year employees may earn extra-compensation. However, if the extra-work to be performed falls within the employee's normal work-week (8:00 a.m. - 5:00 p.m. Monday through Friday), then the employee must be charged annual leave or leave without pay for the period of the activity. If the employee works a non standard work-week, this must be documented with the Personnel Office in advance of any extra-work assignment. *Deans, Directors, and other administrators, 50% of whose regular work or duties and responsibilities does not consist of actual research and teaching, will be considered "full time fiscal year employees" for the purpose of this document.* If and when a dean or administrator resigns from her/his administrative position, her/his faculty member status, if any, will prevail for the purpose of this document. This disposition is dictated by OMB Circular A-21 that requires assessment and evaluation, for the purpose of extra-compensation, to take into account the actual job description that is applicable at the time of performance of the extra-work.

Other Full Time and Unclassified Employees

Employees whose regular appointments are on 9 or 10 month fiscal basis may also be assigned extra-work and may be paid extra- compensation. Any such assignment will follow the policy outlined above for twelve month, unclassified employees. The rate of compensation for such extra-work will not exceed the respective salary rates for the regular 9 or 10 month employment for that employee.

Assignments of work to such employees, outside their regular 9 or 10 month employment period, may not constitute extra-work for extra-compensation if these assignments are respectively limited to three (3) or two (2) month period not covered by their regular employment and if no compensation beyond the regular rate defined above is involved. The latter assignments are simply "continuations" or "extensions" of employment beyond the regular "9 or 10 month" employment period. This situation is similar to the employment of faculty members, with 9 month academic year appointments, during summer periods not covered by their contracts and where the compensation rate does not exceed the regular academic year salary rate.

Part-Time Employees

Extra-compensation may be paid to part-time employees for short term or intermittent services. If the additional duties are recurring, the part-time employee should be compensated by appropriately increasing the percentage of effort and/or budgetary cross charge, if feasible.

e. What is the applicable rate?

As per the Code of Federal Regulation (OMB Circular A-21), the rate at which an unclassified employee is compensated for extra- work cannot exceed the regular salary rate or compensation rate (RSR or RCR) for that employee for the period of performance of the extra-work. If the regular salary rate of an employee changes during the period of execution of an assigned extra-work, the rate

for extra-compensation may be changed in such a way that it does not exceed, for any given time period, the regular rate of compensation for that time period. The monthly regular salary rate of a faculty member whose contract covers the nine month period of the academic year is simply his/her academic year salary divided by nine.

The total amount of extra-compensation earnings from SUBR sources, in a given, continuous 12 month period, cannot exceed the following limitations. The formulas for calculating individual extra-compensation earning limits are shown below:

Academic Year (AY) Employees, Faculty Members (unclassified): the maximum extra-compensation within a continuous, 12 month period is

<AY Salary x 0.20

Academic year (AY) salary is the nine-month compensation specified in the employment contract or agreement. The above limit for allowable extra-compensation in a given, continuous 12 month period (i.e., a fiscal year) is 20% of the possible 9 month salary computed at the rate applicable for the nine-month basic employment period.

Fiscal Year (FY, 12 months) Employees (unclassified): the maximum extra-compensation within a continuous, 12 month period is

$\text{<Regular FY Salary> x 0.20}$

The regular fiscal year (FY) salary of an unclassified twelve-month employee is the salary specified in the employment contract or agreement for the period spanning July 1 of a given year to June 30 of the following year. This limit for a twelve-month employee is 20% of the employee's regular 12-month (FY) salary.

If the employee's salary changes during the fiscal year, the allowable limit of extra-compensation is adjusted accordingly-in such a manner that the rate of compensation for a given time period does not exceed the regular salary rate for that period.

For all groups of employees identified above, the maximum amount of extra-compensation an employee may earn in a month (i.e., 30 days) is generally his/her regular monthly salary multiplied by 0.20. This represents a 1/5th increase in effort level over a month. It is estimated that an extra-work assignment over 1/5th effort level will generally result in a decrease in the quantity and/or the quality of the regular work. Only in exceptional cases will extra-work assignments over 1/5th effort level be approved. *In all cases, however, no more than one half of the maximum allowable extra-compensation for a 12-month period may be earned in less than a five-month, continuous time period.*

VI. UNIFORMITY AND CONSISTENCY OF IMPLEMENTATION

As per the OMB Circular A-21, this Plan must be consistently implemented throughout Southern University and A&M College at Baton Rouge. This Plan uniformly applies to all SUBR employees; differences between employees are solely as spelled out herein, based on their basic employment contracts or agreements and the nature of their civil service or non-civil service status (classified and unclassified).

VII. REVISIONS OF THIS IMPLEMENTATION PLAN

Every year, the Chancellor's Office will appoint an ad-hoc Committee and others to review this Implementation Plan and make recommendations for revisions, if any are deemed necessary. This Committee will include a representative from the following offices:

1. Comptroller's Office, hereby charged with providing to the Committee all amendments/revisions to OMB Circular A-21 and other applicable federal and state regulations;
2. Office of Research and Strategic Initiatives, hereby charged with providing the Committee with trends and policies at other institutions;
3. Personnel Office, hereby charged with providing to the Committee all applicable state laws and regulations, particularly as they pertain to the Louisiana Code of Government Ethics and classified employees.
4. Budget Office
5. Academic Affairs/or any Dean or Director
6. Faculty Senate
7. SUBR chapter of the American Association of University Professors (AAUP);
8. Faculty Researchers

Faculty members active in research, instructional innovations/development, and sponsored projects will constitute a majority on this Committee whose size is estimated to be around fifteen (15) members. The recommended revisions will be widely disseminated, with an explicit request for written comments, before they are forwarded to the Chancellor for action.

VIII. G L O S S A R Y

A. EMPLOYEES OF SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE

- (1) Faculty Personnel (Full or Part-Time) are those persons directly associated with the educational process: an instructor, a teacher, a researcher, or associate. For the purpose of this document, deans, directors, and other administrators with faculty appointments and ranks, will be considered as full-time unclassified employees as long as less than 50% of their work or specific duties and responsibilities is devoted to actual research and teaching.
- (2) Classified/Civil Service Employees (Full or Part-Time) are those employees whose job descriptions, salaries, leaves, etc., are governed by State Civil Services Rules and Regulations. *Please refer to these Rules and Regulations for any assignment of extra-work (overtime) and payment of extra-compensation to classified employees.*
- (3) Unclassified Employees (Full or Part-Time) are those persons whose employment appointments are at the pleasure of the Southern University Board of Supervisors and those persons who are appointed at the University to the faculty with academic rank.

B. APPOINTMENT - The designation, by the University, of the position, rank, and salary of an employee.

C. SALARY - Fixed compensation paid to employees for services rendered. Please see the above Section of this document devoted to definitions for further details.

D. FRINGE BENEFITS - Employment benefits made available to employees through the Southern University System, that are considered to be of particular interest and benefit to its employees. These benefits include retirement, group insurance, sick leave, annual leave, workman's compensation, unemployment compensation, etc.

E. ACADEMIC YEAR - The nine (9) month period covering the Fall and Spring Semesters.

F. FISCAL YEAR - The twelve (12) month period from July 1 of a year to June 30 of the following and consecutive year; a continuous twelve-month period (with about 365 consecutive days).

G. EXTRA-COMPENSATION - Represents a compensation paid above the amount stipulated in the academic year or fiscal year contract issued to an employee. Please see the Section of this document devoted to definitions for additional details.

- H. ADMINISTRATIVE PERSONNEL - Those persons who are charged with administering the University and its ancillary units at all levels. This classification includes the Chancellor, Vice Chancellors, Deans, Departmental Chairpersons and certain Managers and Directors.
- I. PROFESSOR - One who has been awarded the rank of professor at SUBR by the Board of Supervisors of Southern University and A&M College System and is engaged in professional work relative to the instructional, research, extension, or public service functions of the University.
- J. ASSOCIATE PROFESSOR - One who has been awarded the rank of Associate Professor at SUBR by Board of Supervisors of the Southern University and A&M College System and is engaged in professional work related to the instructional, research, extension, or public service function of the University.
- K. ASSISTANT PROFESSOR - One who has been awarded the rank of Assistant Professor at SUBR by the Board of Supervisors of Southern University and A&M College System and is engaged in professional work related to the instructional, research, extension or public service functions of the University.
- L. INSTRUCTOR - One who has been awarded the rank of Instructor at SUBR by the Board of Supervisors of Southern University and A&M College System and is engaged in professional work related to the instructional, research, extension or public service functions of the University.
- M. RESEARCH PROFESSOR - A person holding the rank of Professor or other recognized rank at SUBR whose duties and responsibilities are devoted primarily to research and related activities.
- N. RESEARCH ACTIVITIES - Those activities engaged in or by an employee for the primary purpose of investigating, or experimenting, aimed at the discovery of new knowledge, the interpretation of facts, the practical application of new or revised facts; and the opportunity to be creative and to stay abreast in the employee's field or discipline.
- O. RESEARCH AGREEMENT - An agreement between the University and a funding agency for the purpose of supporting research and research related activities during a designed time period. The basic instrument for a research agreement includes a grant, a contract, a cooperative agreement, or others.
- SPONSORED PROJECT AGREEMENT - An agreement between the University and a funding agency for the purpose of supporting a project and related activities during a designed time period. The basic instrument for a sponsored project agreement may include a grant, a contract, a cooperative agreement, or others. Typical types of projects include research, instructional, training, outreach, or service projects.

- P. TENURE - The expectation of continuing employment in a position of a faculty person. It 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. Tenure provides the traditional protection against unwarranted dismissal of teachers or faculty persons. For additional information, see Bylaws and Regulations of the Board of Supervisors of Southern University and A&M College System.
- Q. UNDERGRADUATE TEACHING - Teaching of courses outlined in the undergraduate curriculum of Southern University and A&M College in Baton Rouge.
- R. GRADUATE TEACHING - Teaching of courses as outlined in the Graduate curricula of the various institutions in the University System.
- S. ORGANIZED RESEARCH - Systematic planning and investigation by an individual or by the united efforts of a group of University employees.
- T. ADMINISTRATIVE DUTIES - Those duties involving the responsibility for administering the University and its ancillary units at all levels.
- U. CONTINUING EDUCATION - A program designed to allow for special courses to be offered in the evenings and on weekends and in certain Southern University Centers located in various parishes throughout the State.
- V. FULL-TIME WORKLOAD *Classified and Unclassified*: A full-time workload is forty hours per week for full time employees. However, there is no requirement for academic personnel (instructor; assistant, associate, and full professors; teachers; associates) to be physically present in their classrooms, laboratories, or offices where their duties are performed, for a period of forty hours per week.