



FACULTY HANDBOOK

ACADEMIC YEARS 2019-2021

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Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. The Title IX Coordinator: Dr. Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318) 670-9201. Section 504 Coordinator: Ms. Jerushka Ellis, Health & Physical Education Complex, Room 314, (318) 670-9367

CHAPTER I

GENERAL INFORMATION

Historical Sketch of Southern University at Shreveport

Southern University at Shreveport, a unit of the Southern University System, was created by Act 42 of the ordinary session of the Louisiana Legislature on May 11, 1964, and designated a two-year commuter college to serve the Shreveport-Bossier City area. Its basic emphasis was to provide the first two years of typical college and university work.

Governor John H. McKeithen signed this Act on June 27, 1964, and the Institution was opened for instruction on September 19, 1967. The definitive designation of Southern University at Shreveport as a “unit” of the Southern University System reflects historical precedence. On October 28, 1974, the Louisiana Coordinating Council for Higher Education (now the Board of Regents) granted to the Institution its approval of six associate degree programs in Business, Office Administration, Natural Sciences, Medical Office Assistant, Social Sciences, and Humanities. The Board’s approval resolved any conflict of definition in the historical statement of purpose. Therefore, today, applying the terminology of the Southern Association of Colleges and Schools, Southern University at Shreveport is a unit of the Southern University System, rather than a branch or extension of the Baton Rouge campus.

In 1977, the Board of Regents’ Master Plan for Higher Education in Louisiana cited, “Southern University should begin immediately to plan programs and services of the type appropriate to a comprehensive community college to contribute to the future economic development of the greater Shreveport area.” Therein, the Institution was charged to expand its one and two-year offerings in keeping with the workforce needs of the Shreveport area and to

cooperate with nearby vocational-technical schools where possible. The Master Plan defined research activities as “appropriate to further the role of the Institution as a comprehensive community college, with lower-level undergraduate instruction and public service receiving top priority.”

By April 1978, Southern University at Shreveport was approved to begin awarding the associate degree in Medical Laboratory Technology. With the thrust toward instruction in paraprofessional or occupational education opportunities, the institution began exploring the nature of the comprehensive community college.

In 1981, the Federal Justice Department mandated that the Southern University System enter into a Consent Decree that led to several major changes for the institution. When the Consent Decree was ordered on September 8, 1981, inconclusive issues remained concerning post-secondary education in the Caddo-Bossier area. As a result, a panel of experts was appointed to study the situation, and by March 15, 1982, all parties involved entered into an Addendum to the Consent Decree (Civil Action N. 80-3300, Section “A” of the United States District Court), a move that had tremendous impact on Southern University at Shreveport. Several enhancement procedures were mandated in the addendum by the court, including new administrative positions, the utilization of an assisting agency in developing long-range plans and programs, the creation of a six-year institutional plan, the piloting of off-campus extension sites, and the interchange of students and faculty with Bossier Parish Community College.

The Institution participated in this Consent Decree for seven years. All activities, as described in the Decree, had to be monitored on a bi-monthly basis through reports submitted to the Louisiana Board of Regents. Southern University at Shreveport complied with every portion of the mandate. The Board of Regents approved fifteen new programs for implementation at the

institution during this period. Southern University at Shreveport was the only state institution commended for how its proposals were presented to and defended before the Board of Regents. These new programs helped the Institution to promote its development as a comprehensive community college.

The Consent Decree, in part, involved the establishment of a satellite site located in downtown Shreveport at 610 Texas Street, which became known as Southern University Metro Center. Southern University at Shreveport held its first classes at the downtown site in Spring, 1988. The Metro Center houses computer labs, classrooms, academic and administrative offices, a media productions studio, the Southern University Museum of Art (SUMAS), and a compressed video distance-learning classroom.

In 1999, for the first time in the history of higher education in the state of Louisiana, a two-year college board was organized. This board controls all two-year colleges except those under the Southern University and Louisiana State University systems. Because of the unique situation that places Southern University at Shreveport under the Southern University Board of Supervisors, it became necessary to investigate the appropriateness of the assigned name (Southern University at Shreveport-Bossier City). As a result, the Board and other leaders chose to align the name with the pattern of the campus names in the Southern University System. In 2000, Southern University thought it feasible to name the Shreveport campus, Southern University at Shreveport, which coincided with Southern University at Baton Rouge and Southern University at New Orleans. This kept the name of the school identifiable about its location and reinforced when the acronym SUSLA was assigned to the Southern University at Shreveport, Louisiana campus.

Through the years, outstanding leadership has guided Southern University at Shreveport, Dr. Walter Austin served as the institution's first chief executive officer, followed by Dr. Leonard

C. Barnes. Upon the recommendation of President G. Leon Netterville to the State Board of Education, Dr. Barnes was appointed to serve as Vice President of the Shreveport campus in July 1971. The Board of Supervisors for the Southern University System changed the title of Vice President to Chancellor in March 1977; therefore, Dr. Barnes continued to serve the University as Chancellor until July 1987. Dr. Robert H. Smith served as the University's third executive officer. Under Dr. Smith's leadership, more than 1,000 students were enrolled during the 1988 spring semester, the largest enrollment in the history of the Institution at that time. Dr. Mary L. Wilson was appointed as the Interim Chancellor in June 1993. She was the first woman chief executive of the University. Dr. Jerome G. Greene, Jr. assumed duties as Chancellor in November 1993. Under his tenure, a General Studies degree program was developed, and a groundbreaking ceremony for a new gymnasium and physical education building was held. Mr. S. Albert Gilliam was appointed Interim Chancellor, August 1998. Dr. James C. Brown assumed the role of Chancellor in May 1999, and in October 2000, Dr. Press L. Robinson was appointed Interim Chancellor preceding the November 2000 Southern University Board of Supervisors' decision to name Dr. Ray L. Belton Chancellor, effective December 2000. Under Dr. Belton's leadership, a record enrollment of over 3,000 students was reached; high school articulations were formed, and academic programs were expanded. Upon Dr. Ray L. Belton being named President-Chancellor of the Southern University System/Southern University Baton Rouge, Dr. Rodney A. Ellis was named Chancellor, effective April 2016.

The Institution currently occupies eleven (11) buildings on 103 acres of land located at 3050 Martin Luther King, Jr. Drive, in Northwest Shreveport.

METRO CENTER

At present, the Southern University at Shreveport Metro Center occupies the 610 Texas Street office building, housing computer labs, classrooms, academic and administrative offices, and the Southern University Museum of Art at Shreveport. The building is an example of turn-of-the-century urban commercial architecture and consists of two structures. The six-story red brick building was built in 1919 by the Jacobs family as office space. The adjoining four-story building known as the Barrett Building was constructed in 1929 by a Little Rock, Arkansas department store for use as a ladies' specialty fashion store. In 1982, the two buildings were combined and renovated to create the existing structure, which now contains approximately 70,000 square feet. In 1992, the building was given the Downtown Shreveport Unlimited (DSU) Award for Preservation of Historic Architectural Buildings in Downtown Shreveport, Louisiana.

AEROSPACE TECHNOLOGY CENTER

The Aerospace Technology Center, located at the Shreveport Downtown Airport, 1560 Airport Drive, occupies two aircraft hangars with classroom space in the main terminal building. The Downtown Airport was Shreveport's first commercial airport. Delta Airlines flew its initial routes from Dallas, Texas, to the Downtown Shreveport Airport in 1929. The airport was officially inaugurated on July 14, 1931. After Shreveport Regional Airport opened in the early 1950s, the Downtown Airport became a general aviation airport serving private pilots, companies, and schools based at the airport. The Aerospace Technology Center is housed in the first hangar ever built at the airport.

JOHNNY L. VANCE, JR. STUDENT ACTIVITY CENTER

On June 20, 2002, the Student Activity Center was renamed the Johnny L. Vance Student Activity Center. The building was dedicated to the memory of Johnny Vance (1954-2001), an

educator and community leader who began his academic career as a SUSLA student and later returned to serve with SUSLA as Counselor, Recruiter, Director of Financial Aid, Dean of Students, Student Support Services Director, and Vice Chancellor for Student Affairs. The Johnny L. Vance Jr. Student Activity Center was the first building to be named after an individual who has contributed to the evolution of the Shreveport campus. In 2009, the Johnny Vance Student Center was expanded and renovated to provide complete food service for on-campus and commuting students.

JAGUAR COURTYARD

In Fall 2008, the Jaguar Courtyard opened, providing residential housing for the first time. The courtyard includes 240 fully furnished 2 and 4 bedroom units with all-inclusive utilities, high-speed internet, and basic cable, and all the amenities and security of a gated community.

Located at the center of the campus, adjacent to the Library and classrooms, the Jaguar Courtyard offers students optimal living and learning environment.

SUSLA BUSINESS INCUBATOR

In Fall 2008, the University also opened the Southern University Business and Community Development Center, located on the corner of Hilry Huckaby III Avenue and Martin Luther King, Jr. Drive. It was a joint effort between the City of Shreveport, United States Department of Housing and Urban Development, the MLK Community, and SUSLA to meet the needs of small businesses.

MISSION STATEMENT

Southern University at Shreveport, a unit of the Southern University and A&M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning, and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking

certificates, technical diplomas, and associate degrees. To fulfill this mission, SUSLA is committed to:

1. Providing University parallel college transfer programs designed to meet the requirements for the lower division of a four-year college or university program.
2. Offering one and two-year career programs designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government, including associate degrees in art, sciences, applied sciences, as well as certificate programs.
3. Providing developmental education designed to prepare individuals for successful completion of occupational-technical curricula or university parallel college transfer curricula.
4. Conducting continuing education programs designed to meet the lifelong learning needs of the communities served by the University; continuing education courses are non-credit or for-credit. Non-credit courses can be taken for occupational upgrade, personal satisfaction, and enhancement. Credit courses can be used for transfer credit, an associate degree or certificate, occupational upgrade, or career change.
5. Operating comprehensive student development services such as counseling and advising designed to facilitate educational, vocational, social, and personal growth.
6. Researching the type appropriate to the Institution, especially the development of new and/or enhanced educational programs and offerings based on community needs.
7. Providing specialized community service programs that are designed to improve the quality of life and meet identified cultural and educational needs within the Institution's service area.

ACCREDITATION

Southern University at Shreveport is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Technical Diplomas, and Certificates. Contact the Commission on Colleges at 1866, Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southern University at Shreveport.

LIBRARY

It is the mission of the University Library to provide the learning resources needed to meet the instructional demands of the Institution in support of a quality educational program. The following are services offered that are geared toward implementing the mission of the library, thereby meeting the specific educational goals and objectives of the Institution:

- Online Public Access Catalog (OPAC)
- Interlibrary Loan
- Copying Services
- Binding Services
- Typewriters
- Micro-Reader/Printer
- Black Ethnic Archives
- Library Hours for Day and Night Students
- Circulation and Reference Services
- Vertical Files
- Audio Visual Aid Services
- Local and National Newspapers
- Electronic Searching
- Computer Lab

The Library houses two special collections: The Black Collection, containing a resource materials by and about African Americans, and the Louisiana Collection, focusing on information written by and about Louisianans.

FOUNDATION

The Southern University at Shreveport Foundation is designated by the Southern University System and the Board of Supervisors of Southern University as the official fundraising agency. It is a non-profit corporation chartered under the laws of the State of Louisiana. The Foundation is empowered to solicit and receive donations, gifts, and contributions, as well as administer funds and manage assets to enhance the quality of education.

Purposes

The Southern University at Shreveport Foundation is organized exclusively for educational, charitable, religious, and scientific purposes. Three major purposes of the Foundation are:

- To promote the educational and cultural welfare of Southern University at Shreveport;
- To assist the University in achieving its mission by providing scholarships and other assistance to aid matriculating students with the continuance of their education within the Southern University System and/or to transfer to another institution successfully;
- To provide resources to support research, training, instructional and enhancement activities; the expansion and improvement of programs and facilities; and all other such benefits that give greater advantages to the University to increase opportunities available to its students, faculty, and community, as may be prescribed by testators and/or donors of the Foundation.

Goals

One important goal of the Foundation is to provide strong financial support through fundraising activities, alumni, friends, supports, organizations, corporations, and other foundations. In order to ensure the successful continuity of the Foundation, efforts will be made to establish financial endowments and major gifts that will make Southern University at Shreveport stronger and more capable of meeting the educational needs of its students and the demands of the 21st century.

CHAPTER II

THE ADMINISTRATION OF THE UNIVERSITY

Governing Boards

➤ **The Board of Regents**

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

➤ **Board of Supervisors**

The Southern University System Board of Supervisors is empowered to supervise and manage the Southern University System, which includes five campuses. Specifically, the Board of Supervisors has exclusive administrative authority over the operation of the System's institutions. This includes not only the power to prescribe courses, to select faculty, and to hire and fire employees but also the power to adopt and to administratively enforce the reasonable regulations governing on-campus activity and conduct of faculty, employees, and students. The Board of Supervisors is vested with those powers not specifically vested to the Board of Regents. The Board of Supervisors is composed of sixteen voting members, two from each of the six Congressional Districts of the State, three from the State at-large, and one student member. The members serve overlapping terms of six years, following terms fixed by law. The student member, elected from the student body presidents of the System's institutions, serves a one-year term.

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

having official relations with the University System shall be filed in writing with the President and duly transmitted by him or her to the Board.

➤ **Southern University System**

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

ADMINISTRATIVE ORGANIZATION – SOUTHERN UNIVERSITY AT SHREVEPORT (SUSLA)

The administrative officers of the SUSLA campus are:

- Chancellor
- Vice Chancellor for Academic Affairs and Workforce Development
- Vice Chancellor for Research, Sponsored Programs and Institutional Effectiveness
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Affairs and Enrollment Management

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

CHANCELLOR

The Chancellor is the Chief Executive Officer of Southern University at Shreveport, Louisiana. He/she is responsible to the President of the Southern University System for the

effective administration of the University; all resolutions, policies, rules, and regulations adopted by appropriate agencies (system and otherwise) for the administration and operation of the University; and all policies, rules, regulations, directives, and memoranda issued by the System President. In addition to the duties mentioned above, the Chancellor also has the responsibility for the following operations of the University:

- Makes recommendations to the System President for appointments, promotions, transfers, suspensions, and dismissal of employees;
- Observes appropriate regulations in personnel matters relating to classified and unclassified employees;
- Formulates educational and administrative policies and programs;
- Reviews approve and authorize expenditures upon budget approval;
- Reviews all proposals that are designed to obtain funds from granting agencies;
- Informs the System President on the operations of the campus under his/her supervision.

VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

Under the direction of the Chancellor, the Vice Chancellor for Academic Affairs and Workforce Development is the chief academic and workforce development officer of the University. The position provides leadership and direction in fostering student success through an evidence-based approach to instructional effectiveness and student support. The Vice Chancellor must be an effective leader in working with faculty and workforce staff and will be committed to continuous improvement. The Vice Chancellor must be a highly capable budget manager and a strong strategic planner who can be relied upon for timely implementation of strategic and operational goals. A passion for the community college mission and for closing the achievement gap is essential. Duties and responsibilities are as follows:

Position Purpose

The Vice Chancellor for Academic Affairs and Workforce Development, working with the Chancellor and the Academic and Workforce Team, set the vision and mission for instructional and related workforce linkages in the University while providing leadership and management for the divisions and departments he/she oversees.

Leadership

- Facilitate the integration of quality instruction and service to students; lead the development and implementation of student success practices;
- Provide leadership in strategic planning and establish and assess planning processes in collaboration with faculty, staff, and students;
- Establish assessment and accountability procedures in collaboration with the management team, faculty, staff, and students;
- Develop and supervise the Academic Affairs and Workforce Development management team through coaching, mentoring, facilitating and supporting professional development;
- Articulate the University's mission, values, and areas of focus;
- Manage the Academic Affairs and Workforce Development leadership team to ensure integrated practices that support quality instruction, student success and job placement;
- Promote and foster collegiality between instruction/student services and other areas of the university;
- Provide leadership for innovation, research, and development of technology-enhanced pedagogies and student services; initiate and/or encourage change, creativity and innovations processes;
- Actively participate in state and regional organizations related to academic and workforce development and other areas that support its mission;
- Ensure compliance with regional accreditation policy and standards on instruction and student services.

Administration/Management

- Develop an organizational climate that supports staff in accomplishing the goals and objectives of Academic Affairs and Workforce Development;
- Directly supervise leadership team; develop annual goals and evaluate performance;
- Represent the University at appropriate local, state, and national levels;
- Supervise the coordination, preparation, and submission of all reports required by local, state and national agencies;
- Possess an in-depth understanding of instructional and workload issues and variances throughout divisions/departments;
- Advocate and facilitate a positive climate of change and improvement within the University;
- Manage and monitor the Academic Affairs and Workforce Development budget in collaboration with other divisions and department; utilize data in decision making to ensure effective, efficient and sustainable use of resources;
- Be responsible for personnel actions, such as payroll, employment and termination actions, recruitment process, assignment, supervision, and evaluation of staff in collaboration with the Executive Leadership Team and Human Resources;
- Represent Academic Affairs and Workforce Development as a member of the Chancellor's Executive Leadership Team in all matters related to budget, finance, facilities, human resources, and operations;
- Promote and be a strong participant in University governance.

Teaching, Learning and Student Success

- Provide leadership for the development of learning-centered environments that promote student success;
- Establish, implement and maintain policies and procedures to foster student success and ensure that services are consistent with college goals, applicable statutes, and regulations;
- Provide leadership in support of the University's eLearning goals and objectives; leadership in the utilization of information technology to enhance instruction and student

services; facilitate the development of appropriate delivery of instruction and services to promote success with multiple modes of technology-enhanced learning;

- Maintain partnerships and expand ongoing liaison, communication, and articulation between high schools, 2 and 4-year colleges, universities, workforce, and regional agencies and other agencies serving students;
- Maintain currency with state, regional and federal regulators governing curriculum, certificates and degrees, accrediting bodies and educational reform around performance, student success and accountability;
- Provide direction for dean(s), division deans, department heads, faculty, and staff to initiate instructional changes and determine the appropriate services to keep programs current, growing and innovative to meet learning needs;
- Serve as leader and member of internal committees and councils involved in the governance of the institution; represent SUSLA in regional and national higher education and academic affairs and workforce development organizations;
- Represent the University at community activities by actively participating in community organizations which support and strengthen SUSLA's programs and activities;
- Facilitate communication between the University Chancellor, the faculty and student services staff and serve as the Chancellor's intermediary as appropriate;
- Act on behalf of the Chancellor and assume responsibility for the University in the absence of the Chancellor and at his/her request.

Qualifications

- An earned doctorate from an accredited institution as required
- Minimum of five years of increasingly responsible administrative, management and leadership experience in higher education, instructional, career technical and workforce experience is required
- Two years of higher education (full-time equivalent) teaching and/or non-instructional faculty experience is required. Training and experience in higher education classroom teaching and learning, course material preparation, student development and best practices for student success and persistence is considered
- A record of successful collaboration with faculty, staff, and student constituent groups. Budget planning and implementation in a cost-conscious and fiscally sustainable manner

- Demonstrated understanding of higher education instructional and workforce processes, challenges, and opportunities

Preferred Experience

- Community college experience strongly preferred;
- Demonstrated experience with technology innovation as a means of extending, enhancing, or transforming the learning environment to align with workforce needs;
- Demonstrated ability to build systems that promote communication and transparency;
- Demonstrated experience working within a large-scale organization/system;
- Experience with students, including underserved and non-traditional student populations;
- Demonstrated skill and informed commitment to promote and enhance diversity is expected.

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

The Vice Chancellor for Finance and Administration is the chief fiscal and business officer of the University and is directly responsible to the Chancellor for all business and financial affairs. He/she is responsible for, but not limited to, assisting in budget planning and maintaining and controlling balances in all accounts. In addition to being the Chief Financial Officer, the Vice Chancellor for Finance and Administration has the following obligations:

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

ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

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

- Provide leadership, oversight, and coordination, in concert with other vice chancellors, for university-wide economic and workforce development initiatives and efforts;
- Establish and/or enhance partnerships with business, industry, government and community organizations that support local and regional economic and workforce development efforts;
- Identify potential local, state and/or federal funding sources, assess impact and requirements and facilitate system efforts to secure these resources;
- Maintain a high level of community interaction with local economic/workforce development entities to improve system delivery;
- Act as the chief resource person regarding local, state and federal economic/workforce development initiatives, policies and/or legislation;
- Provide summary reports of economic and/or workforce development legislation that may impact SUSLA or community colleges in Louisiana;
- Collaborate with Vice Chancellor for Academic Affairs and Workforce Development to identify high demand workforce and technical programs, as well as specific training needs of the community.

VICE CHANCELLOR FOR RESEARCH, SPONSORED PROGRAMS AND INSTITUTIONAL EFFECTIVENESS

Under the direction of the Chancellor, the Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness will be responsible for: (1) creating and fostering an environment of support for the university research community; (2) nurturing excellent research, scholarship and creative activities by faculty, staff and students; (3) bringing leadership to the University's program of grants and sponsored services; and (4) providing oversight of the continual development, implementation and monitoring of a planning and institutional effectiveness program at SUSLA; presenting evidence of improvement based on analysis of the assessment results on the achievement of expected outcomes for educational programs and services that result in continuing improvement and the demonstration of the effective accomplishment of the established mission as consistent with the guidelines and definitions established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Vice Chancellor must provide effective leadership and management in conducting reviews and assessments that provide recommendations to the Chancellor to ensure that the institution is accountable to its mission.

Duties and Responsibilities are as follows:

- Act for the Chancellor in the review and approval of proposals for extramural funding and the acceptance of extramural grants and contracts for research, training, and services and monitor compliance with the agency guidelines;
- Work with the Chancellor, Academic Council, Foundation and Alumni in identifying and establishing liaisons with corporations and foundations that will provide support for basic and applied research at the University;
- Provide governmental and non-governmental external agencies, industrial partners and corporations with institutional information and on the research, training and service capabilities of the University;

- Advise the Chancellor and review the implementation of institutional agreements with governmental agencies, clinical affiliates and business and industry applicable to research, internships and developmental activities;
- Work with the leadership team to set goals, develop strategic plans and implement programs to increase external and contract support for faculty;
- Participate with the Executive Leadership Team in the development of policies to promote grants and contracts which support the University's objective and serve to represent the University in liaison with agencies providing grant funding;
- Review all modification in awards, requests for extensions and revisions in implementation scheduled and negotiate with agency representative concerning these issues; supervise the preparation of correspondence regarding grants and contracts;
- Establish and maintain effective communication and cooperative working relationships with University administrators, faculty, staff, government and private agencies and as necessary with IRB agents to assure compliance with regulations regarding human subjects and animals;
- Compile statistical reports and other data for reports to the University administration, including monthly and annual reports and other reports as requested by Divisional Deans and Vice Chancellors;
- Facilitate ongoing processes for institutional effectiveness and document the demonstration of the effectiveness of department programs;
- Provide leadership in organizing seminars and/or training workshops for faculty, staff and administrators on topics dealing with planning and institutional effectiveness and assist faculty, staff, and administrators in establishing performance measures to assess their effectiveness;
- Serve as the university liaison/expert in matters related to institutional effectiveness and coordinate the identification, implementation, and review of institutional effectiveness indices, ensuring that the goals and objectives implemented by administrative and academic units and departments are consistent with those of SUSLA's Strategic Plan and the Southern University System strategic direction.

Minimum Qualifications

The successful candidate for Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness must have a graduate degree (doctorate preferred) with academic

credentials that support an appointment with the academic rank; work experience that demonstrates a successful record of scholarship and funded research; outstanding achievement in developing and managing a diverse staff; a commitment to quality and integrity; engaging interpersonal and public communication skills; and a demonstrated record of successful administrative experience in higher education.

- Demonstrated knowledge of indirect state cost rates, effort reporting federal and state regulations relating to grants, human and animal use in research required.
- Ability to work effectively, collaboratively, and diplomatically with faculty and staff; grants accounting; procurement, and other university administrators. Must have excellent interpersonal and organizational skills and the willingness to reach out to various publics.
- The capability of producing creative and innovative solutions and approaches to common problems. Highly developed written and verbal skills required.

DIVISION DEANS

Division deans are appointed by the Chancellor upon recommendation by the Vice Chancellor for Academic Affairs and Workforce Development. Tenure in the role is indefinite, but subject to review every three years. They coordinate the programs among the several departments in their division by University policies.

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

Other responsibilities of the dean include the following duties:

- Assist with the preparation of schedules of course offerings;
- Assist with the registration of students by the University's registration plan;
- Approve of students' request for program changes;
- Assist with the preparation of budgetary recommendations for the Chancellor's approval;
- Approve textbook lists for their divisions;

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

DEPARTMENTAL CHAIRPERSONS

The Vice Chancellor recommends departmental Chairpersons for Academic Affairs after consultation with the departmental faculty and with approval of the Chancellor. The length of the office is indefinite and subject to review every three years.

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

Administrative responsibilities of the departmental chairperson include the following duties:

- Supervise the instructional programs;
- Promote an effective program of instruction with experimentation, effective teaching, and scholarly productivity;

- Coordinate the goals, contents and instructional program for each course offered in the department;
- Assume responsibility for the improvement of instruction, program development and promotion of research and service activities;
- Promote effective advisement for majors in the department;
- Promote effective program of faculty and student recruitment;
- Seek the use of relevant outside resources for the support of the educational program;
- Prepare the departmental schedule of course offerings with the assistance of members of the department and forward to the division dean;
- Evaluate faculty members of the department;
- Assure that faculty members meet classes by the approved schedule;
- Assist the Vice Chancellor for Academic Affairs and Workforce Development and the Registrar in obtaining final grades for students and candidates for graduation;
- Recommend to the Vice Chancellor for Academic Affairs and Workforce Development, through the Division Deans, faculty members for promotions, merit raises and retention;
- Provide designated conferences with respective Chairpersons, Deans, Vice Chancellor, faculty members, and students;
- Inform the Division Dean and/or Vice Chancellor of departmental developments;
- Involve and inform the faculty in the development and administration of the departmental program in regular faculty meetings;
- Assist in the preparation of departmental budgets and administer the departmental budget;
- Prepare recommendations on library acquisitions;
- Assist in the job placement of graduates;
- Assist in the orientation of new faculty members.

UNIVERSITY REGISTRAR

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

Other responsibilities of the Registrar include:

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

LIBRARY DIRECTOR

The Library Director reports to the Vice Chancellor for Academic Affairs and Workforce Development and is responsible for the daily operations of the Library/Learning Resource Center. He/she determines the selection, acquisition, and cataloging of books and non-book material.

The Library Director formulates and administers policies and procedures of procurement and circulation of books, documents, equipment, and other instructional materials to meet the intellectual needs of students, faculty, administration, staff, and the community where appropriate.

The Library Director is responsible for the following:

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

CHAPTER III

COUNCILS, COMMITTEES AND ORGANIZATIONS

Chancellor's Executive Council

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

Chancellor's Cabinet

The purpose of this cabinet is to ensure communication among and between staff personnel from various administrative departments. Members deliberate issues and/or concerns of the

University, offer recommendations to administrators and formulate action plans as approved by the Chancellor.

Academic Council

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

Standing Academic Teams

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

A. Academic Excellence Quality Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to “Cultivating a Culture of Academic Excellence.” This Quality Team works in concert with the university teams listed below:

Curriculum

To review and approve application/proposals for new and existing programs, curriculum course offerings, and changes; to keep abreast of curriculum and pedagogical trends and to recommend changes and innovations.

Library

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

University Catalog

To review and coordinate changes and revisions within the general university catalog every two years.

Faculty Handbook

To review and revise the Faculty handbook to ensure material is updated and functional with current policies led by faculty members.

Distance Learning

To develop policies and procedures related to distance learning.

Academic Appeals

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

Academic Appeals II

To review issues regarding student complaints; approve or deny requests for an appeal of final grades and other academic issues.

Enrollment Management

To seek and implement plans to recruit students and reduce attrition for students.

General Education Articulation

To implement and respond to changes needed at the state level.

B. Academic and Co-Curricular Quality Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to the “Strengthening the Academic and Co-Curricular Experience.” This quality Team works in concert with the university teams listed below:

Discipline (Student Judiciary)

To review student judicial infractions; to hold a hearing of student offenses and make recommendations to the Vice Chancellor for Academic Affairs and Workforce Development.

Retention (Enrollment) Management

To create and implement plans to reduce attrition of current students.

Commencement

To plan evaluation and execute graduation exercises, to design the graduation exercises, execute the activities which support these exercises, and prepare and supervise the printing of the commencement program.

Financial Aid Appeals

To review applications for reinstatement of financial aid for students who have been denied because of academic reasons or excessive student credit hours.

Lyceum

To coordinate cultural experiences and attractions.

Athletic

To assist the Athletic Department and monitor to ensure compliance within conference guidelines.

Honors and Awards

To recommend all classifications of academic honors and to identify and recommend persons who are to receive these honors and recognize students maintaining a 3.0 average.

C. Campus Climate Quality Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to the “Providing an Outstanding Campus Climate to all Stakeholders.” This Quality Team works in concert with the standing teams listed below:

Faculty Grievance

To hear grievances by faculty members.

Staff Grievance

To hear grievances by staff members

Employee Relations

To identify and implement strategies to recognize employees and improve overall morale and satisfaction.

D. Community Engagement Quality Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to the “Connecting and Engaging the Community.” This Quality Team works in concert with the standing teams listed below:

Continuing Education and Outreach

To ensure that quality courses are offered for community enhancement (*and secure internal experts to support the provision of relevant community courses*).

Speaker's Bureau

To work with civic, professional, social, and church groups to coordinate speakers for maximum attainment.

Public Relations

To provide publicity guidelines and procedures timely.

Volunteer Corp

To identify and participate in major community outreach events and initiatives.

Employer Development

To identify and recruit employers to support the employment goals of students and recognize employer efforts for providing this support.

E. Safety Resources and Infrastructure Quality Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to the “Improving Resources, Infrastructure and Facilities.” This Quality Team works in concert with the standing teams listed below:

Security

To review campus-wide policies and procedures related to security and safety

Safety/Disaster Preparedness

To develop and manage the Institutional safety and disaster plan

Technology Resource

To help formulate policies for technology implementation

Facility

To identify and recommend policies and strategies to maximize efficient facility utilization and ensure sustained facility expansion that meets the needs of the university and the community.

F. Financial Sustainability Quality Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to the “Ensuring Short and Long-Term Financial Sustainability.”

This Quality Team works in concert with the standing university teams listed below:

Scholarship

To review scholarship programs, both public and private.

Minority Supplier

To review policies and procedures as it relates to minority suppliers.

Finance

To provide a systematic review of financial policies and procedures leading to recommendations for improvement.

Planning and Priorities

To review and prioritize budgetary plans (*and processes*) for return on investments promoting increased revenue.

Resource Development

To identify and secure external resources to support the college.

Budget Reduction

To identify and recommend strategies to reduce college expenses.

G. Quality and Accountability Team

Charge: To ensure the quality of Southern University at Shreveport through the systematic improvement of processes related to the “Ensuring Quality and Accountability.” This Quality Team works in concert with the standing university teams listed below:

Promotion and Tenure

To review and recommend applications for promotion and tenure. This team is comprised of tenured faculty members and is rotated frequently to ensure objective processes are maintained according to the team policies.

Promotion and Tenure Appeals

To review appeals of applicants denied promotion and tenure.

Sabbatical Leave Evaluation

To evaluate applications for sabbatical leave to enhance the faculty member’s value to the mission and vision of the university.

Policies and Procedures

To review institutional policy and procedure documents

Academy of Excellence

To plan and organize faculty/staff professional development activities designed to strengthen leadership and create a more effective and efficient opportunity for all key disciplines and areas in satisfying accreditation agencies.

Faculty Senate

The Faculty Senate is the official voice of the faculty in University governance. Recognized by the administration and the Southern University System Board of Supervisors, it is an autonomous unit that serves as an advisory body to the University administration on matters

about faculty welfare, governance, professional growth, freedom, and security. The Faculty Senate also promotes and sponsors activities that are of academic and cultural interest to SUSLA.

All faculty members are eligible to seek counsel by the Faculty Senate in matters about their interest as faculty. All academic persons who teach, counsel, do research, or are librarians, by “virtue of” employment, become members of the faculty body. However, only full-time faculty members are members of the senate and are eligible to become elected members that comprise the Executive Board, which is composed of officers. Senators can be elected by the faculty with representation from each academic division or appointed by the Executive Board if every academic area is not fully represented.

THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS (AAUP)

The AAUP is a national organization of college and university professors with a local chapter housed on Southern University at Shreveport campus. Membership is open to all teaching staff below the position of dean. Deans may hold associate membership. The AAUP’s purpose is to advance academic freedom and shared governance, to define fundamental professional values and standards for higher education, and to ensure higher education’s contribution to the common good. The SUSLA chapter seeks to continue that mission and extend it.

CHAPTER IV

FACULTY PERSONNEL POLICIES AND PROCEDURES

DEFINITION OF FACULTY

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

ACADEMIC FREEDOM

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

DUTIES OF FACULTY

(Academic Responsibility)

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

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/she should remember that the public might judge the profession and the institution by his/her utterances.

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

Policy About Online Classes

All online faculty are required to have continual in-service training to maintain online teaching eligibility status. It is required that online instructors attend at least two training sessions per semester that relate to online instructional delivery. The training may be categorized as a workshop, seminar, or webinar.

Faculty who have not taught online courses for SUSLA must complete the Southern University at Shreveport Certification Course.

Two weeks before each online class starts, the e-faculty are required to upload all of their course content in Moodle and follow the Accountability checklist that can be found in the eLearning Policy and Procedure manual. It is also available in the Faculty Resource Center in the campus LMS.

“According to Section 102(a)(3)(B) of the HEA, an institution is not eligible to participate in the Title IV programs if 50 percent or more of its students were enrolled in correspondence courses during its latest award year.”

Southern University at Shreveport does not offer correspondence courses. Therefore, regular and substantive interaction must occur with students.

Faculty Reporting to Work

Absent instructors should call the Dean's Administrative Assistant, Dean, or the Administrative Assistant of the Vice Chancellor for Academic Affairs and Workforce Development before the class meeting so that arrangements can be made for the class. After an absence, the proper paperwork should be completed. Before a planned absence, the Faculty Absence Report Form, indicating how classes will be handled, should be completed.

Record Keeping

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

Faculty leaving the employment of the University should turn the grade book into the Departmental Chair or Dean; copies of final examinations, roll books, or any other materials that might be needed in case of an appeal of a grade in the faculty member's course. Deans will turn information into the Office of Academic Affairs and Workforce Development.

Final Examinations

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

Temporary Appointment

A temporary appointment is normally made to fill a vacancy caused by the absence of regular faculty members who are on leave. Such an appointment is for a specified period and does

not allow tenure. Teachers who substitute in emergencies, artists-in-residence, or persons from the professions, business, or industry who teach a limited number of courses for a limited time are on a temporary appointment.

Probationary Appointment

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

Adjunct/Part-Time Faculty

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

Tenure Appointment

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

PROCEDURES FOR APPOINTMENT

Faculty

Requests for new positions or filling vacancies shall be made in writing by the Dean of the Division concerned to the Chancellor through appropriate administrative channels (i.e.) the Dean of the Division and the Vice Chancellor for Academic Affairs and Workforce Development. Such requests shall indicate the desired rank, salary (or salary range), and the effective date of the proposed appointment.

Filling a Position

Once the System President authorizes the filing of a vacancy or the adding of a new position, these procedures shall be followed.

1. The department shall prepare a description of the position, including the qualifications a candidate should possess and the studies of the prospective appointee.
2. Information about the position, including the description, should be circulated on campus and sent to other institutions where interested qualified candidates are likely to be located, and the position should be publicized through various media.
3. Applications and nominations for the position shall be received by the chairperson or head of the department, who shall review and evaluate them through a committee appointed for the evaluation and screening process with the department faculty. Opportunities for interviews with candidates shall be arranged as deemed desirable.
4. Based on its review and evaluation, the department, through its chairperson, shall make its written recommendation for appointment to the division dean.

5. The division Dean, after examining credentials and assessments, and conferring with the departmental chairperson, shall communicate in writing, his/her recommendations of the person for filling the position to the Vice Chancellor for Academic Affairs and Workforce Development of the campus. Provided the recommendation receives approval at this level, it shall be sent to the Chancellor for action. If the Chancellor approves the recommendation, he/she or his/her designee shall make the appointment, subject to the approval of the President and the Board. Upon the approval of the Board, the President shall issue a contract or contractual letter to the appointee setting forth the terms of the appointment—effective date, rank, salary, and tenure status.
6. At all points in the administrative review, the request shall be acted upon and moved along in a timely and expeditious manner. A reasonable explanation for any delay or disapproval shall be communicated to the next higher administrative level, and all persons having heretofore acted upon the request.
7. The provisions shall make all faculty appointments of Article VIII and pertinent provisions of Chapter II of Part III or the Bylaws and Regulations of the Board of Supervisors.
8. All initial appointees shall be provided a copy of the faculty handbook and any specific guidelines for departments or schools outlined where they differ from general University policy.

Head of an Academic Department

1. The primary responsibility for initiating action toward the selection of the head of an academic department shall rest with the division dean.
2. It shall be his/her responsibility to consult with the faculty of the department concerned on the filling of the position. When in the judgment of the department and the division dean, it is desirable to consider for the position persons outside the University, then a search committee shall be named by the division dean from among the departmental faculty.
3. With the advice of the departmental faculty, the division dean shall make a recommendation in writing through the chief academic officer of the campus to the Chancellor, who, in turn, shall present his/her recommendation to the President for his/her action and recommendation to the Board of Supervisors.
4. Upon the approval of the Board, the President shall issue a contract or contractual letter to the appointee setting forth the terms of the appointment—effective date, rank, salary, and tenure status.

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

Division Dean

1. While persons in the University will be considered for vacancies in any of these positions, persons outside the University should also be considered.
2. A description of the vacant position, setting forth its duties and responsibilities, shall be prepared by the Vice Chancellor for Academic Affairs and Workforce Development and Workforce Development in consultation with the Chancellor. Notice of the vacancy and the description of the position shall be appropriately publicized as approved by the System President.
3. The Vice Chancellor for Academic Affairs and Workforce Development shall forward a recommendation to the Chancellor. The Chancellor shall make his/her recommendation in writing to the President, who, in turn, if approves, shall present it to the Board for its action.
4. When the Board has approved the appointment, the Chancellor shall give the appointee written notification of appointment, including such details as the effective date, salary, period of appointment (specified term of continuing).

SUMMER APPOINTMENT

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

hour course unless otherwise approved through the appropriate channels. Summer compensation is \$2,100 per three credit hours.

ELIGIBILITY REQUIREMENTS FOR PROMOTION AND TENURE

PROMOTION IN RANK AND TENURE

POLICIES AND PROCEDURES POLICY STATEMENT

Because the Southern University System Board of Supervisors has the final authority for granting or denying promotion-in-rank, rules of the Board of Supervisors are adhered to in all recommendations for promotion. Promotions approved during one academic year will become effective beginning the fall semester of the following academic year. For promotion, the academic year begins on the first day of summer school registration at Southern University-Shreveport and consists of summer, fall, and spring semester. All recommendations for promotions are the result of the selection process and specific guidelines contained in this document, limitation on assignments of ranks, and within the funds allocated for promotion. Before the beginning of the promotion process, SUSLA may establish and announce a maximum on the number of promotions that will be granted during an academic year. If there is no announcement of a maximum made, there must be no limit on promotions granted. Religion, race, sex, or age shall not factor in the evaluation of an applicant for promotion.

Procedures and Specific Information

I. Purpose

The purpose of promotion-in-rank is to provide eligible teaching faculty with academic rank as an acknowledgment for exceptional teaching and service to SUSLA and community. The

following policy and procedures are established to enable faculty to recommend for promotion their peers who have met the established criteria. It is a merit-based process.

II. Scope and Applicability

This policy and procedures document applies to all full-time faculty, department heads, and academic deans. It does not apply to faculty who are employed on limited appointments or contracts, or adjunct faculty.

III. Specific Guidelines

- A. The Southern University System Board of Supervisors has the final authority for granting or denying promotions-in-rank (referred to throughout the remainder of this document as promotion). The precise terms and conditions of every appointment shall be stated in writing and have both institutions and employees before the appointment is consummated.
- B. Administrators may earn rank as members of academic discipline, as described in this document.

IV. Eligibility Requirements

A. Minimum Time-in-Rank Eligibility

To be eligible for promotion to the next higher rank, a faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous service in faculty appointment in existing rank at Southern University-Shreveport and/or another institution under the management of the Southern University System Board of Supervisors. An application for promotion may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline for submitting applications.

B. Professional Preparation for Promotion

The preferred preparation for a faculty member is a Master's degree or earned doctorate. The minimum educational and professional credentials for teaching at Southern University-Shreveport as required by the Southern Association of Colleges and Schools and SUSLA are set forth herein. In addition to these minimum requirements, applicants for promotion must meet the following requirements:

1. Instructor to Assistant Professor

Minimum of earned a Master's degree with 18 graduate semester hours in the discipline taught.

2. Assistant Professor to Associate Professor

Minimum of earned a Master's degree with 18 graduate semester hours in the discipline taught.

3. Associate Professor to Professor

Minimum of earned a Master's degree with 18 graduate semester hours in the discipline taught. A doctorate or other relevant terminal degree in field preferred.

V. Point System and Criteria for Promotion

A. Point System

The purpose of the Promotion and Tenure Evaluation Committee is to recommend faculty for promotion who exemplify high-quality performance. To be eligible, applicants must earn a minimum number of points as awarded by the Committee. Applicants are awarded points based upon documentation of their accomplishments and achievements. The points must be earned since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years of SUSLA employment (with the current year being considered as the eighth year), whichever is more recent. The term "current year" used throughout this section refers to the academic year immediately before the academic year in which the application is submitted. Each academic year will consist of summer, fall, and spring semesters.

<i>Instructor to Assistant Professor</i>	<i>minimum of 74 points</i>
<i>Assistant Professor to Associate Professor</i>	<i>minimum of 84 points</i>
<i>Associate Professor to Professor</i>	<i>minimum of 94 points</i>

B. Criteria for Evaluation of Achievements

Faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments as described in these documents. Documentation is required for all stated activities.

Six performance categories carry a range of points to be awarded. Parts are mutually exclusive of each other. Applicants may not receive more than the maximum number of points in any of the six categories.

The following is a description of the six categories in which candidates will be evaluated:

Part 1: Teaching Excellence (0-27 points)

Supervisor's performance evaluation as determined by the Dean or Division Chair. Based on the Faculty Evaluation Summary Form.

The supervisor's performance evaluation (last three years) is based on the observation of classroom performance. Using documented observation of teaching skills, the applicant may receive a maximum of 15 points total for three years. Written explanations or letters from supervisors must be provided in place of missing observations.

<i>Outstanding</i>	<i>14 points per year</i>
<i>Exceeds Expectations</i>	<i>10 points per year</i>
<i>Meets Expectation</i>	<i>6 points per year</i>
<i>Needs Improvement</i>	<i>2 points per year</i>
<i>Unsatisfactory</i>	<i>0 points per year</i>

Students' Evaluation as determined by the Outcomes Assessment & Quality Management. Based on the Verification of Student Evaluation Scores and documentation from students (letters, cards, etc.).

The applicant will submit a Verification of Student Evaluation Scores document for the last three consecutive years, including the current year. The applicant can receive a maximum of 4 points for each of the three years.

<i>Outstanding</i>	<i>4 points for that year</i>
<i>Exceeds Expectations</i>	<i>3 points for that year</i>
<i>Meets Expectations</i>	<i>2 points for that year</i>
<i>Needs Improvement</i>	<i>1 point for that year</i>
<i>Unsatisfactory</i>	<i>0 points for that year</i>

Applicants eligible for rank who are in non-teaching positions will not be required to submit student's evaluations. Instead of these points, they may earn points by documentation of documented exceptional performance in dealing with students as evaluated by their immediate supervisor.

Part 2: Research, Publications, and Grants (0-10 points)

The applicant will submit information about any publications in journals, books, or any research in progress.

Points that may be earned in this part have no time limit but may be used toward only one application for promotion.

- a. Book published by a recognized professional group or educational publishing company financed other than by the individual or Southern University (5 points each)
- b. Professional articles published at the national, state or regional level (3 points each)

- c. Creative works performed or accepted at juried competitions and invitational exhibits at the national, state or regional level (1-3 points)
- d. Presentation was given at seminars, conventions, or conferences at the national. State or regional level (3 points each)
- e. Research studies designed and completed for use outside SUSLA (3 points each)
- f. Organize a regional, state or national level competition, exhibit, or conference (3 points each)
- g. Professional awards received for teaching or other work of significance in your concentration (1 point per award)
- h. Grants were written and awarded (1 point per award)

Part 3: Professional Development (Training and Experience) (0-15 points)

Applicant's professional development will be calculated as experience, either within the University or comparable outside professional experience; study, including formal coursework as well as such informal study as may be gained by travel and similar experience, and attainment of advanced earned degrees.

This section requires an evaluation of the continuing academic and professional development of the applicant. Points may be earned in this part since the last date of application for most recently attained promotion (or date of hiring). None of the points accumulated in this section may be used for more than one promotion. This section is not to be used as an evaluation of the existing academic credentials of the applicant. Each statement of attendance or work must be accompanied by documentation.

- a. Study at the graduate or undergraduate level in one's discipline or related area. Each credit hour is valued at two points. All course work since the applicant's last promotion or hiring may be included. (Transcripts must be included to verify date of course work).
- b. Other studies such as workshops and seminars in the discipline area or areas related to primary responsibility completed since the applicant's last promotion or in the last eight years, whichever is more recent. Workshops or seminars are defined as half-day or whole-day (or longer) educational activities focused on providing new information on one particular subject. Each workshop or seminar will be valued at a one-half point for each half-day (3-4 hours of attendance).
- c. Participation in faculty development activities at Southern University Shreveport completed since the applicant's last promotion or within the last eight years, whichever is more recent. Each hour of attendance at an organized faculty development activity will be valued at one-eighth point. Faculty development activities do not include activities that are part of the faculty member's routing responsibilities or for which the faculty member is paid.

Professional Development Outside of Southern University Shreveport

(Professional Development which is limited to activities within one's discipline or within the educational arena, does not include community service activities or personal activities). Points may be earned in this part for activities since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year) whichever is most recent.

- a. Service as an officer at the local, state, regional or national level in a national or regional professional organization (2 points for each service, not per year)
- b. Service on the editorial staff of a national, state, or regional professional journal (4 points for each service, not per year)
- c. Service on a committee of national, state, or regional professional organization (2 points for each service, not per year)
- d. Attendance at a state, regional, or national conference of professional organizations (maximum of 3 points per year)
- e. An active member in honor societies or professional organization (1 point for each organization, not per year)
- f. Work in industry applying technical skills in business/industry in areas related to primary responsibility and completed since the applicant's last promotion or within the last eight years, whichever is more recent. Fifty hours of work experience at a level equal to or higher than primary responsibility is valued at one point. Teaching at other institutions is specifically excluded.

Part 4: Community Service (0-12 points)

Community service/outreach. Applicant's community service/outreach involvement will be calculated as experience, either within the University or comparable outside professional experience.

Public or Community Service may include work that grows out of institutional programs and has the potential for positive effects on the community, the region, or beyond.

Public or Community Service activities may include the following:

- a. Community engagement activities that involve the candidate in partnerships with the community (for example, jointly developed, financed, and administered projects that address issues of mutual concern and contribute to regional growth and development)

- b. Consulting work (paid or unpaid) that benefits the University or the discipline
- c. Community outreach (for example, discipline-related work in public education or awareness; referee work for community museums, galleries, publications, or competitions; discipline-related work with local schools; serving on local task forces or boards)
- d. Community-based Service Learning projects

Part 5: University Service (0-25 points)

Each activity in this category will carry variable points as indicated below and must be completed since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent. Serving as a member of a standing college committee is part of regular service to SUSLA and has already been counted under University Service, Part A above.

- a. Additional **college** committee assignments. Service as an active member of an **additional college** committee (1 point) or as an officer of an additional college committee (2 points). For promotion, the term “additional college” is defined as a college-appointed committee whose mission relates to a specific service for SUSLA and is not considered to be a standing committee (i.e.) assigned by the Committee on Committees) for which faculty members are required to participate in as part of their routine responsibilities. For example, committee work excludes routine responsibilities of faculty, such as divisional meetings and social activities. Documentation of committee work must include official minutes or an official commendation form to verify attendance and active participation.
- b. Service as an officer on a standing college committee (1 point per committee)
- c. Faculty Senate service (1 point per year for participant or 2 points per year as an officer on the Executive Committee)
- d. Distinguished service to a campus organization (1 point per year as determined by the Vice Chancellor of Student Affairs)
- e. Implementation of grants for College programs not done on release time (1 point per student technology proposal; 3 points per Board of Regents or other grants; maximum 6 points per year)
- f. Research study, designed and completed for College use, at any level, not done on release time (1 point each)

- g. Publication (book, manual) used solely by SUSLA (3 points each)
- h. Presenter at workshops/seminars at SUSLA (1 point per hour or presentation; maximum of 3 points per year)
- i. Service on advisory or steering, or selection committee for an academic program of SUSLA (0-2 points as determined by Division Dean)
- j. Service to SUSLA as a volunteer ($\frac{1}{8}$ point per hour; maximum of 1 point per year)
- k. Creation of a new course used solely by SUSLA (3 points each)

Part 6: Advisement (0-10 points)

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

- a. Has at least ten office hours per week scheduled for advisement and consultation with students
- b. Participates in student advisement during registration
- c. Communicates opportunities for advancement to students both inside and outside of class

1. Composition of Committees

A. Promotion Policy Committee

- 1. The Promotion Policy Committee is a standing committee of Southern University-Shreveport and is appointed by the Committee on Committees.
 - a. The membership of the committee should represent the different academic disciplines
 - b. Members should have earned the rank of Assistant Professor or above.

2. The Promotion Policy Committee is responsible for the following:

- a. Setting and reviewing promotion policies and procedures
- b. Monitoring and maintaining the Promotion in Rank Policy and Procedures and the Promotion in Rank Application

- c. Setting the Promotion Calendar
- d. Conducting an in-service workshop on the process for Promotion Application open to all faculty
- e. Conducting an in-service workshop for the Promotion Evaluation Committee on the evaluation of promotion applications
- f. Answering procedural questions, including those regarding the implementation, interpretation, and consistent application of the policy
- g. Maintaining a log of the rotation of full professors that serve on the Promotion Evaluation Committee

3. The Promotion Policy Committee does not make decisions regarding the assigning of points

B. Promotion Evaluation Committee

1. Serving on a committee in the promotion process is a faculty responsibility and honor. Permissions not to serve on a committee may be granted by the Vice Chancellor for Academic Affairs upon presentation of extraordinary circumstances that would warrant an exception to this policy. To be eligible to serve on the Committee, a faculty member must meet the following criteria:
 - a. Be employed as a full-time faculty member in an academic division (not a limited appointment)
 - b. Be a tenured faculty member
 - c. Have been employed full-time at Southern University-Shreveport for at least three years
2. The Promotion Evaluation Committee will be composed of a Division Dean and (6) faculty members with tenure.
 - a. The Vice Chancellor for Academic Affairs will appoint a Dean to serve as a member of the committee. If a Division Dean is a candidate for promotion, he/she may not serve on the Promotion Evaluation Committee. The Dean selected will have an ex-officio (non-voting) role except in the case of a tie. This Dean will be referred to as the Evaluation Dean and will be present during committee meetings, serve as a resource to the committee, and provide secure storage for the applications not be reviewed during that academic year.

- b. After Part A: Verification of Eligibility for Promotion Forms have been approved, a drawing will be held to select the new members of the Promotion Evaluation Committee. New members will serve a term of two years. Three names of faculty members eligible to serve on the Promotion Evaluation Committee will be drawn by lot by a representative of the Faculty Senate in the presence of the Division Deans and one faculty member from each division.
- c. If the applicant pool is larger than 20% of the full-time faculty, then the six professors who comprise the Promotion Evaluation Committee may select six Associate Professors to serve on the Subcommittee of the Promotion Evaluation Committee. The Subcommittee will evaluate the applications for the rank of Assistant Professor. The Subcommittee should also represent different academic disciplines. The Vice Chancellor for Academic Affairs will appoint a qualified Dean to serve as an ex-officio member and will perform the Dean's duties for the Subcommittee.
- d. All members of the Promotion Evaluation Committee will be required to attend an in-service workshop on the process for evaluation of promotion applications to be conducted by the Promotion Policy Committee. This workshop requirement will also apply to the Subcommittee if it is formed in the event of the number of applications exceeding 20% of the current full-time faculty.
- e. The Evaluation Dean will call the first meeting of the Promotion Evaluation Committee. At the first meeting, the chair of the Promotion Evaluation Committee will be elected. The decision on whether to form a subcommittee will also be made at the first meeting.

C. Promotion Appeals Committee

The members of the Promotion Appeals Committee will be appointed by the Vice Chancellor for Academic Affairs and will be tenured faculty. They will not have served on the Promotion Evaluation Committee during that academic year. The committee should be composed of at least three members.

II. Promotion Procedure

A. Applicant's Verification of eligibility by Division Dean: Part A

Faculty members who apply for promotion must complete and apply to their Division Dean. Copies of transcripts with degrees conferred and verification from Human Resources of the last date of application for most recently attained promotion (or date of hiring) must be attached. Division Deans are responsible for

verifying eligibility for promotion. After verification of this document by the Division Dean, candidates for promotion will receive a copy of the document.

B. Eligible applicants are responsible for the following: 1) completing Part A and Part B of the application; 2) submitting documentation; 3) requesting points, and 4) submitting the application and all supporting documentation to their Division Dean.

C. Submission of the Application: Part B

The Division Dean is responsible for receiving Part B of the application and providing the application to the Promotion Evaluation Dean. The application will remain in the Promotion Evaluation Dean's possession and will be secured in the Dean's office. Applications will be returned to the applicant thirty days after promotions have been announced.

III. Evaluation by the Promotion Evaluation Committee

The Promotion Evaluation Committee will review applications with supporting documentation from all Faculty seeking promotion. Applications are confidential. The Promotion Evaluation Committee may remove from consideration any application, not meeting the eligibility requirements. A final evaluation in the Promotion Evaluation Committee will take place only after a minimum of three committee members have reviewed the supporting documentation of the applicant using the criteria and appropriate point allocation. Each committee member reviewing the application will complete an Individual Rating Worksheet for that applicant. A final score for each part will be obtained by consensus of the scores assigned by reviewing committee members and tabulated by the Promotion Evaluation Committee Chair. The total number of points obtained by committee consensus will be recorded on the Committee Ratings Worksheet. The Promotion Evaluation Committee will explain any discrepancies with the points awarded by the Committee, and the explanation will be attached to the Committee Ratings Worksheet, which will then be placed at the beginning of the application.

Each committee member's Rating worksheets will be signed, collected by Committee Chair, and placed on file in the Evaluation Dean's office until all Committee Ratings Worksheets have been completed. After the Application Summary Sheet has been placed in the applicant's packet, the Individual Rating Worksheets will be destroyed. The total score obtained by using this system will serve to determine a faculty member's eligibility for promotion and priority ranking.

The chair will prepare a letter to notify each applicant of the total number of points awarded and whether the applicant was recommended for promotion. A copy of the committee Rating Worksheet should be attached to the letter. If the applicant is not

recommended for promotion, the letter will also contain recommendations for strengthening the applicant in the future.

IV. Vice Chancellor for Academic Affairs and a designated Academic Dean

In this process, the primary role of the Vice Chancellor for Academic Affairs is to ensure that guidelines for awarding points have been followed and that the Promotion Evaluation Committee has evaluated the applications consistently. In situations in which the Vice Chancellor concludes that the guidelines have not been followed or that inconsistencies exist, he/she will immediately return the promotion packet to the Promotion Evaluation Committee and request the Committee to conduct a new review of the applications affected by their decision. The designated academic Dean not serving on the Committee will assist the Vice Chancellor for Academic Affairs.

V. Promotion Appeals Committee

An applicant who disagrees with the points awarded to him/her by the Promotion Evaluation Committee may appeal to the Promotion Appeals Committee through the Vice Chancellor for Academic Affairs. The posted deadline must submit a formal letter if an applicant wishes to appeal. The letter will be addressed to the Promotion Appeals Committee and submitted to the Vice Chancellor for Academic Affairs. The letter must list the exact items being appealed. The Vice Chancellor for Academic Affairs will call a meeting of the Promotion Appeals Committee. The Promotion Appeals Committee may, 1) uphold the decision of the Promotion Evaluation Committee, or 2) reconsider the decision of that committee. The Promotion Appeals Committee then examines all information that they deem relevant and decide whether additional points should be granted. Based on its decision, the Promotion Appeals Committee Chair, and the Vice Chancellor for Academic Affairs will be notified in writing of the committee's decision, with an explanation of any changes by the Promotion Appeals Committee.

VI. Rankings

The Promotion Evaluation Committee will receive the ruling on any appeals from the Appeals Committee before beginning its deliberation. The Promotion Evaluation Committee will complete the Priority Listing for Rank for each academic rank. Rankings will be determined based on points awarded by the Promotion Evaluation Committee. Ties in priority rankings must be resolved. Each applicant will be assigned a discrete ranking. Final voting in the Promotion Evaluation Committee will take place only after discussion. The Promotion Evaluation Committee Chair will submit the Priority Listing by Rank to the Vice Chancellor for Academic Affairs, who will present the recommendations to the Chancellor. The rankings will be made available for review upon request by

applicants for one year after the promotion recommendations are acted on by the Chancellor and applicants.

VII. Chancellor

The Chancellor will make the final decision regarding a recommendation for promotion to the Southern University System Board of Supervisors. The Southern University System Board of Supervisors must approve all promotions. Following approval, the Chancellor will announce to the faculty the names of individuals receiving promotion-in-rank and/or tenure.

FORMS

Committee Rating Worksheet

Individual Rating Worksheet

Priority Listings – College

Committee

PROMOTION EVALUATION COMMITTEE RATINGS

To be completed by the Committee Chair

All sections and subsections must be completed

Applicant's Name _____

Part 1: Supervisor Evaluations (0-42 points)

Current Academic Year _____

Last Academic Year _____

Academic Year Before _____

Total this section _____

Part 2: Student Evaluation Summaries (0-12 points)

Current Academic Year _____

Last Academic Year _____

Academic Year Before _____

Total this section _____

Part 3: Service to College (0-20 points)

Current Academic Year _____

Last Academic Year _____

Academic Year Before _____

Total this section _____

Additional divisional committee assignments	a. _____
Service as an officer	b. _____
Faculty Senate service	c. _____
Distinguished service to campus organization	d. _____
Implementation of grants	e. _____
Research study	f. _____
Publications	g. _____
Presenter at workshops/seminars	h. _____

PROMOTION EVALUATION COMMITTEE RATINGS – Page 2

Service on advisory or steering committee	i. _____
Volunteer	j. _____
Creation of a new course	k. _____

Total this session _____

Part 4: Community Service (0-12 points)

Current Academic	_____
Last Academic Year	_____
Academic Year Before	_____

Total this section _____

Part 5: Professional Growth (0-14 points)

A. Faculty Evaluation Summary

Current Academic Year _____

Last Academic Year _____

Academic Year Before _____

B. Continuing Academic Development

a. _____

b. _____

c. _____

C. Professional Development Outside SUSLA

d. _____

e. _____

f. _____

g. _____

PROMOTION EVALUATION COMMITTEE RATINGS – Page 3

D. Work of Significance to Profession

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

Total this session _____

Grand total _____

Committee Member's Signature _____

Committee Member's Signature _____

Date _____

PRIORITY LISTING FOR RANK OF:

complete a separate sheet for each rank

Rank

(professor, associate professor, or assistant professor)

From

SUSLA Promotion and Tenure Evaluation Committee

List applicants in descending order of points acquired.

Applicant's Name	Date of Hire	Points	Ranking
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Completed by: _____

Signature of Promotion Evaluation Committee Chair

TERMINATION OF EMPLOYMENT

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

A. Cause and Establishment of an Investigatory Panel

Causes for discharge or termination of the 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 professionally. 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.

When a complaint is lodged against a tenured faculty member who could lead to termination for cause, within ten (10) days after the alleged action shall become known to the Chancellor who shall cause to be established a panel of peers to investigate the complaint. The investigatory panel shall be comprised of seven (7) members of which two (2) shall be appointed by the Chief Academic Officer of the campus; two (2) by the Faculty Senate or its equivalent, two (2) by the accused and one (1) by the Chancellor of the campus. 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 within ten (10) days of receipt of the report of the panel. The Chief Academic Officer shall also transmit his/her recommendations to the accused at the same time. The Chancellor shall, within ten (10) days of receipt, review the record and the report transmitted by the Chief Academic Officer, formulate recommendations and submit them to the System President. The Chancellor shall transmit recommendations to the accused faculty member at the same time. The President shall review the entire record and shall, within ten (10) days, make whatever disposition is warranted by the evidence, and he/she shall report his/her findings and actions, in writing, to the concerned party and the Southern University Board of Supervisors.

B. Procedure by the Investigatory Panel

A statement of reasons will precede a formal hearing for dismissal; 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 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 instead of suspension, only if his/her continuance threatens

immediate harm to himself/herself or others. 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 that is intended to be final is a dismissal and will be treated as such. The salary will continue during the period of the suspension.

2. The panel may, with the consent of the parties concerned, hold joint prehearing meetings with the parties 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 before 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. Verbatim of the hearing or hearings will be recorded, 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 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 allowed 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 an 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 the evidence in the record has not established adequate cause for dismissal, it will so report to the Vice Chancellor for Academic Affairs. If the panel concludes that adequate cause for 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.

Financial Exigency or Discontinuance of Program

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

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

Medical Reasons

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

Non-tenured. The following schedule will normally provide written notice of termination of a non-tenured faculty member:

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

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

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

A Committee of tenured faculty shall review termination of tenured faculty based on financial exigency, discontinuance of a program, department of instruction, or medical reasons 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 Chief Academic Officer shall appoint the Committee of tenured faculty. Additionally, appropriate University officials may make themselves available to the Committee to respond to questions and concerns which facilitate the structuring and comprehension of recommendations.

Resignation

1. Except by agreement with the institution, a faculty member should not leave or be solicited to leave his/her position during an academic year for which he/she has accepted an appointment.

2. A faculty member should not resign to accept other employment as of the end of the academic year, later than May 15th or 30 days after receiving notification of terms of his/her 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 concerning 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 1st. The offer should be a “firm one,” not subject to contingencies.

RETIREMENT

Retirement Requirements and Benefit Formulas

Normal retirement is at age sixty (60) with ten (10) years of service, or with twenty (20) years of service regardless of age. The basic formula except in the three categories listed below for annual retirement benefit is 2% times years of creditable service (including unused accumulated sick leave) times the average salary of the three highest consecutive years, plus \$300.

The choice of any option plan reduces retirement benefits.

1. The formula for annual maximum retirement benefits for persons with twenty (20) years of service, excluding military time and who are at least sixty-five (65) years of age, is 2½% times years of creditable service.
2. The formula for annual maximum retirement benefits for persons with twenty-five (25) years of service and at least fifty-five (55) years of age is 2½% times years of creditable service.
3. The formula for maximum retirement benefits for persons with thirty (30) years of service regardless of age is 2½% times years of creditable service.

Disability retirement for total and permanent disability is provided at any age after five ((5) years of service credit. The disability allowance amounts to approximately 75% of the normal

allowance the member would have received had he/she been eligible for service retirement at the time he/she was disabled. An employee must apply to obtain disability retirement, after which a medical examination is required. The State Medical Board must approve the results of this medical examination for the Retirement System. Before an employee on disability retirement can return to active service, the same procedure must be followed to determine whether the employee's condition has improved sufficiently. Disability retirement benefits cease when the employee returns to work and becomes an active contributing member of the system again.

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

Plans of Retirement and Optional Plans

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

- Option 1: An insurance plan, less than regular maximum, provides that should make the retiree die before he/she has received in annuity payments a total amount as large as the amount of his/her accumulated contributions at the time of his/her retirement, the remaining balance shall be paid in a lump sum to the designated beneficiary or estate.
- Option 2: Provides for a monthly payment to the beneficiary after the death of the retiree in the same amount as paid to the retiree as long as the beneficiary lives.
- Option 3: Provides for a monthly payment to the beneficiary after the death of the retiree of an amount half as large as the retiree had received as long as the beneficiary lives.
- Option 4: Provides that the retiree may elect any monthly allowance for the beneficiary that is less than the monthly payment to the retiree under the Option 2 plan, which will be paid to the beneficiary in monthly installments at the death of the retiree. These payments will be made to the beneficiary as long as he/she lives.

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

DROP

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

The member, after the termination of employment, withdraws the accumulated benefits.

However, the member may continue to work after DROP.

Extension Beyond Age Seventy

1. Any person requesting retention in the University beyond the age of seventy years shall apply in writing before April 1st of the year, in which such person would be retired.
2. The agreement must support all applications for extension and written certification by the President of the institution that, in his/her opinion, the person recommended is: mentally, physically, temperamentally and morally fit to continue in service and to perform his/her duties satisfactorily for one additional year beyond the age of seventy years, or one additional year beyond the retirement period previously extended. In addition to providing other pertinent information for continuing the employment, if the party making the certificate knows the facts through his/her knowledge, he/she shall so state if the recommendation for retention is based upon the recommendation of or information by a Vice Chancellor, division head, department head or another such person. The Board shall have the right to require such other information or evidence as it deems necessary in each case.
3. All employees at the institution under the jurisdiction of the Board who have reached the age of seventy must take and pass a physical examination showing that they are physically able to continue working in their present positions without injury to their health. Written results of the examinations shall be made a part of the personnel records in the institution and must be reported to the Board.
4. No person shall be continued in the employment of the University beyond the end of the fiscal year in which that person reaches the age of seventy years, unless the Board finds that such person is mentally, physically, temperamentally and morally fit to perform his/her duties, in which event the Board may, at its discretion, extend the employment of such person one year at a time, but not beyond the end of the fiscal year in which such person reaches the age of seventy years. The President

shall be directed to abide by the present policy of the Board and shall exercise judgment in each request for continuation of employment after the age of seventy for one year for those employees who meet the criteria set forth by the Board; any statements in handbooks or documents that categorically deny any employment after age seventy shall be eliminated.

5. The retirement of non-academic employees shall be compulsory at the attained age of seventy.
6. Retirement of academic employees shall be compulsory at the end of the year, academic or fiscal, in which the age of seventy is attained, provided that extension may be granted on a year-to-year basis to the end of the academic or fiscal year, as appropriate, during which age seventy is attained through 1982. After 1982, the retirement of academic employees shall be compulsory at the attained age of seventy years.

LEAVES OF ABSENCE

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

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

Procedure for Obtaining Leaves of Absence

Any employee of the Southern University System who anticipates being absent from the campus for any reason as much as a full day must execute the appropriate form requesting authorization to be absent. When applicable, the employee shall communicate, in writing, the

arrangements made to carry out his/her duties and responsibilities during his/her absence. The specific steps to be taken are as follows:

1. The employee obtains the appropriate form(s) from the office of his/her immediate supervisor and executes the same.
2. The employee submits the executed form(s) to his/her immediate supervisor. The form is transmitted to each level of authority until final approval is obtained. When a request is disapproved, the officer disapproving the request shall communicate in writing the rationale for his/her action to the employee and the officer at the next level of authority. This process is continued until the request for leave reaches the officer having final authority.
3. The officer having final authority to grant leave shall expeditiously communicate his/her action to the originator of the request for leave.
4. When the University is expected to provide financial support for a trip associated with a leave request, the applicant must complete and submit a Travel Request (SU Form 615) to appropriate University officials for approval. Support is assured only after the Office of the Comptroller has determined that funds are available in the account to which the charge is made. Prior certification by the Office of the Comptroller is required. The President or the Chancellor, with the concurrence of the President, may elect to approve a Travel Request in the absence of funds in the account to which the charge is made when the interest of the University would best be served in doing so.

Types of University Leave Forms

Requests for leaves of absence from the University may be made on Application Leave Form (SU 628), Academic Leave of Absence Form (SU-AA-02), Short Term Leave Form (SU-AA-01), and Leave Request Form (SU615). Application Leave Form *SU 628) is used to request annual leave, sick leave, leave for illness or injury, medical, dental or optical consultation or treatment leave, military leave, civil leave, emergency leave, special leave, leave without pay and other. The Academic Leave of Absence Form (SU-AA-02) is used to request a professional or cultural improvement, rest and recuperation, and independent study or research. Requests for one or more of the above may be with pay or without pay. Short Term Leave Form (SU-AA-01) is

used to request authorization to be absent to attend professional meetings, to serve on committees, recruitment for the University, and the like. Leave Request Form (SU 615) is used by an employee who is seeking authorization to be absent from the campus and to obtain financial support for a trip associated with the leave.

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

Academic Leave:

1. A faculty member who does not hold the doctorate may be eligible for leave for professional or cultural improvement, or the purpose of rest and recuperation, for the two semesters, immediately following any six (6) or more consecutive fiscal years of active service in the institution where such teacher is employed, or for the one-semester immediately following any three (3) or more consecutive fiscal years of such service, provided that absence on such leave shall not be deemed to interrupt the active service herein provided. The work is normally to consist of advanced courses in the instructor's teaching field or in a program leading to an advanced degree in that field. The President may, for sufficient reason, extend this requirement to a faculty member with the approval of the Board of Supervisors.
2. Faculty members at the doctoral level shall enjoy the same privileges as those who do not hold the doctorate, except that such persons may engage in independent study or research. In those cases, where the faculty members receive outside compensation for such study or research, then they are not eligible for leave with pay under this policy. No faculty member with less than a doctorate's degree shall be entitled to leave with pay to engage in independent study or research.
3. Every application shall specify: (a) the period for which leave is requested, (b) whether leave is requested for professional or cultural action, (c) the precise manner, insofar as possible, in which such leave, if granted, will be spent, (d) the semester spent in active service in the college from which leave is requested and (e) a statement over the signature of the applicant that he or she agrees to comply with the provisions of the enactment. Every application for leave for rest and recuperation shall be accompanied by statements from two physicians

certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.

4. Any applicant who, at the expiration of the semester in which he or she applies, shall be ineligible for the leave requested or who has not complied with the provider listed above, shall have his or her application rejected, but all other applicants may have their applications granted, provided that all leaves requested in such applications could be taken without violating the following provisions: At no time during any semester of the academic year shall the number of persons on leave exceed five percent of the faculty. In cases of sick leave, these percentages may be exceeded.
5. After each leave period is finished, the evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved. For those not holding the doctorate, official transcripts must be sent to the appropriate academic Vice Chancellor by the individual and, whenever possible, corroborated by the institution(s) concerned.
6. The normal compensation for the period of leave approved shall be at the rate of seventy-five percent (75%) of the salary that the individual received during the preceding fiscal year for the period the leave is applied for and granted. The individual shall contribute to the retirement system based on the annual salary rate. Compensation payable to persons on leave shall be paid at the time at which salaries of the other members of the teaching staff are paid and in the same manner. Institutions should utilize faculties to the fullest extent before requesting such replacements.
7. Refusal by a faculty member to comply with provisions of this policy shall result in the forfeiture of tenure and ineligibility for an increase of salary or promotion in rank until the requirement shall have been met.
8. In accepting a leave of absence with pay, the faculty member shall be understood to assume a moral obligation to return to his/her institution for at least one year of further service.

Annual Leave

Annual leave is leave with pay granted an employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or for the transaction of personal affairs. Annual leave shall be earned by full-time and part-time academic staff members and by classified employees who are on fiscal year appointments. The earning of such leave by these employees

shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each calendar month by the following general schedule:

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

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

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

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

Annual leave must be applied for by the employee and may be used only when approved by the appointing authority. The President must approve requests for annual leave exceeding two (2) months of the Southern University System. Annual leave requests for periods equal to a

semester or greater must also be approved by the President and by the Southern University Board of Supervisors. The minimum charge to annual leave records shall not be less than one-half hour.

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

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

Sick Leave

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

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

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

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

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

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

Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation. When an employee changes his/her position from one State agency to another, his/her accumulated sick leave shall be forwarded to the new agency and shall be credited to him/her. Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit due to the following:

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

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

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

Maternity Leave

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

Civil, Emergency and Special Leave

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

- a. performing jury duty.
- b. summoned to appear as a witness before a court, grand jury, or other public body or commission.
- c. performing emergency civilian duty about national defense.
- d. his/her appointing authority determines that an act of God prevents him/her from performing a duty.
- e. voting in a primary, general or special election which falls on his/her scheduled workday, provided not more than two hours of leave shall be allowed an employee to

- vote in the parish where he/she is employed, and no more than one day to vote in a parish outside the one where he/she is employed.
- f. participating in a State Civil Service examination on a regular workday or taking a required examination pertinent to the examinee's state employment before a State Licensing Board.
 - g. The Chancellor of a campus in consultation with the President may determine that because of local conditions or celebrations, it is impracticable for his/her employees in such locality to work.

Military Leave

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

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

Funeral Leave

Louisiana Law states that an employee may be granted time off without loss of pay, or use of annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparent, or grandchild, provided such time off should not exceed two days on any one

occasion. Therefore, any relative not listed above or time more than two days shall be annual leave, compensatory leave, or leave without pay.

Compensatory Leave

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

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

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

OTHER LEAVES

Workmen's Compensation Payment – Optional Leave with Pay

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

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

must pay to his/her department all amounts received by him/her as Workmen's Compensation benefits.

Holidays

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

Outside Employment

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

CHAPTER V

INSTRUCTIONAL POLICIES AND PROCEDURES

Expectations of Faculty Members

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 minimum of ten (1) conference hours per week, which are convenient for students and the teacher.
8. Maintain accurate records of class attendance by all students.
9. Assist with student advisement and registration. Faculty are expected to be available at designated times during registration periods and throughout each term.

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:

- ❖ serving on committees (department, college, and university)
 - ❖ rendering community services, and
 - ❖ engaging in research and scholarly activity
3. Notify their department chair or division dean as soon as possible in case of an emergency so that appropriate arrangements can be made for their classes.
 4. Execute appropriate leave forms for all planned and emergency absences promptly.
 5. Sign and certify payroll information and documentation.

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 with 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. The Divisional Dean will determine compensation for part-time faculty members in consultation with the Vice Chancellor for Academic Affairs and Workforce Development.
6. Part-time faculty appointments may be for one semester or one academic year at a time.

7. 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 following University practice and policy governing such use by the faculty.

Definition of Teaching Loads

Teaching Load

1. Regular Instructional Staff

- a. Fall and Spring Semesters

During the fall and spring semesters, the normal teaching load is fifteen (15) credit hours for persons engaged in the undergraduate instruction. 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 be best achieved by assigning fewer hours. (*see Appendix 1, credit hour policy*)

- b. Summer Sessions

During Summer sessions, the normal teaching load should not exceed nine (9) 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 of six (6) hours 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 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.

Overload

A full-time member of the faculty or research staff is authorized to teach only two courses (6 to 8 credit hours), on or off-campus per semester, above what is considered to be a normal full-

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

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

Release Time

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

Office Hours

Each term, faculty members are expected to set aside a reasonable number of office hours (minimum of 10 hours) for conferences with students. In case of a conflict in schedule, conferences are to be arranged by appointments. The academic administrative staff is to prescribe the number of hours to be scheduled. At a minimum, however, each faculty member is expected to be available in his/her office ten (10) hours per week. The scheduled office hours, as approved by the chair, should be announced to the students in each class period and posted on the faculty member's office door and/or website of the department.

Opening of School Activities

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

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.

Class Periods

Normally, classes which meet during the regular academic day (8:00 a.m. to 6:00 p.m.) are held for seventy-five minutes on Mondays, Tuesdays, Wednesdays, and Thursdays. Typically, no classes are scheduled on Fridays. 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.

Class Locations

The Division Dean schedules class locations. 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 Division Deans and the Registrar's Office.

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 and the Division Dean shall ensure adequate coverage of their classes during absences.

Last Date of Attendance Policy

LDA Policy Statement:

As a minimum, instructors will document attendance from the first day of class until the end of the refund period. Once an instructor has reported the student's last date of attendance (LDA) in

Banner Web Services, it is at the instructor's discretion to update the original date on file before the next reporting date.

What is the importance of attendance reporting?

- Absent a formal attendance requirement, and the federal financial aid regulations prescribe campus action to determine and document unofficial withdrawal. That is, instructors are to determine the last time the student was academically engaged.
- If a student withdraws or stops attending classes before completing 60% of the term, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs (federal financial aid) from which it was received.
- Reporting students that never attended ("NS") or stopped attending (last date of attendance):
 1. Guarantees federal financial aid compliance, which will allow SUSLA to continue to receive Title IV funding to assist students.
 2. Ensures accurate, accountable reporting to the State for funding purposes.
 3. Ensures accuracy of official class rosters through a systematic procedure, which will reduce confusion and potential mistakes in midterm and final grade reporting and lessen the amount of faculty and staff time involved in back-and-forth communication dedicated to the clean-up of individual rosters.
 4. Eliminates the potential for adverse findings of auditors in the University's enrollment reporting.
 5. Reduces total of outstanding receivable for the University each term by classes not paid and financial aid funds disbursed and then reversed due to non-attendance or all "F"s.
 6. Decreases the quantity of students who are sent to collections each term, which correspondingly decreases time spent on related tasks to serve our students better.
 7. Reduces academic appeal requests for retroactive withdrawals, which will also decrease time on task for students, faculty, academic department staff, financial aid staff, and Registrar's Office staff.
 8. Reduces refund appeal requests, which will also decrease time on tasks for students, faculty, academic department staff, financial aid staff, Registrar's Office, and Business Services staff.
 9. Reduces requests to reinstate students to courses after classes have been purged from the system (census date).

Who must provide the last date of attendance information in the system to track "unofficial withdrawal?"

- The primary instructor assigned to the course sections in Banner is the only person who can access and record this information on the Final Grade Entry page in Banner Web Services.

Why is the Last Attend Date Information being collected for all students (instead of limiting it to students receiving aid specific to the regulation)?

- The majority of our students receive some form of financial aid. Because a student could be a financial aid applicant at any point during the academic year, this information must be collected for all students so that financial aid eligibility can be accurately determined. Instructors are to collect this information for **ALL** students and to report it during final grade submission. Financial aid (whether merit-based, grants, loans, or other) is private information, and these students will not be separately identified for faculty.

What happens if the instructor leaves the grade or last attend information blank?

- When instructors do not enter grade information for registered students, a “Not Graded” (NG) grade appears on the transcript. This complicates matters for the student, for record-keeping, and academic and administrative offices. It could affect a student’s academic standing and award of financial aid. For students who have already received some form of financial aid, administrative staff will still need to contact instructors and document the situation to be compliant with regulations.

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. Instructors should retrieve current class rolls from the Banner website. Students whose names do not appear on the 14th-day class roll should be advised to complete the enrollment process before returning to class. Class attendance should be taken at each class meeting, and the last date of attendance (LDA) for the student should be posted daily.

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 and Workforce Development except in the case of graduating seniors.

B. Record Books

Gradebooks are maintained electronically in MOODLE and Banner.

C. Other Examinations

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

Grades

A. Grading System

The University uses the following system of grading: “A” – excellent; “B” – good; “C” – fair; “D” – poor; “F” – failure; “I” – incomplete; “W” withdrawal; “NG” – unassigned grade. “NC” – indicates that no credit is given for the course. NC grades are given for averages below 70% in developmental courses. 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 reported on the Banner website for respective classes. These grades are reported to the office of the Registrar in accordance with an established and announced schedule. Copies of grade reports shall be submitted to the Dean of the college/school and the chairperson of the department.

C. Roll Books or Computer Grade Sheets

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

Adding and/or Dropping a Class

A student may add or drop courses or change from one section of a course to another with the approval of his/her advisor as per established deadlines. A student may drop or add a course by completing an Add/Drop form and securing the approval of the instructor and a financial aid staff member. The course addition or withdrawal becomes effective only when the Registrar's Office processes the completed form.

Students will be held responsible for all courses appearing on their schedules unless changes are official and in accordance with University regulations. A student may not add courses for credit after the date specified in the official academic calendar. If a course is dropped after the add/drop period, but before the deadline for dropping a course, a “W” (withdrew) is recorded. A student may not drop a course after the date specified in the official academic calendar (unless approved by the appropriate University officials).

Incomplete Grades

The grade of “I” (incomplete) is given only when the student’s work is satisfactory but, for reasons beyond the control of the student, has not been completed by the end of the semester. It is not granted instead of an “F” (failing), or to give the student opportunities or more time to improve a grade if such opportunities have not also been made available to all students in the same class. It is the responsibility of the student to confer with the instructor of the course and to complete the prescribed requirements of the course on or before the designated date shown for final examinations in the university calendar.

For each proposed grade of “I” (incomplete), the instructor and the student must file an “Incomplete Grade Application Form” before the published date when grades are due at the end of each semester. The application must be approved by the division dean and the Vice Chancellor for Academic Affairs and Workforce Development. If approval is denied, the grade earned to date prevails and must be posted accordingly. If approval is granted, the “I” grade is posted as a temporary notation on the student’s official record. It is the mutual responsibility of the student and the instructor to complete and file the “Incomplete Grade Application form” in a timely manner. An “I” grade submitted without approved documentation will be administratively converted to an “F” grade.

Students will obtain credit for courses in which their grades are “incomplete” only by completing the work agreed upon on the signed “Incomplete Grade Application Form” in a satisfactorily and timely manner. The standard window for replacing an incomplete grade starts at the end of the semester in which the “I” grade was received and closed six weeks into the consecutive full semester. If the work is not completed within the designated time frame, the grade in the course automatically becomes an “F.” The grade of “I” (Incomplete) shall be neutral in the calculation of the grade point average. A grade of incomplete must be changed to a permanent grade by the instructor within the time limit specified by submitting the Grade Change Form to the Registrar’s Office. Delinquent Grade Change Forms will not be processed without the approval of the Vice Chancellor for Academic Affairs and Workforce Development.

Change of Grades

All course grades except “I” grades are intended to be final and permanent when posted by the faculty of record. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit. It is the faculty’s direct and personal responsibility to ensure that grades are fair and reported the first time correctly. Final grades cannot be improved by the submission of ‘make-up’ work after the instructor has submitted grades at the end of the term.

If an error occurs in the calculation or recording of a grade, it can be corrected only by the faculty of record completing a *Grade Change Form* which must include:

- ❖ The student’s name, student number, course registration number (CRN), course designation by title and number, semester/year, the division, and the change desired.
- ❖ A statement unequivocally identifying the person who made the error and explaining the nature of the error.
- ❖ An explanation of how the new grade was computed.

The form must have the signature of the instructor and division dean and must be forwarded to the Vice Chancellor for Academic Affairs and Workforce Development for final approval. Requests for grade corrections must be submitted to the Registrar's Office by the Vice Chancellor for Academic Affairs and Workforce Development within six weeks of the next regular enrollment period.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed. Students must appeal in writing to the Vice Chancellor for Academic Affairs and Workforce Development within six (6) months following the completion of the course.

Faculty Evaluation by Students

The University 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.

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 and Workforce Development of all external recognitions received monthly.

Faculty Exchange Policy

Eligible faculty must secure approval from their Division Dean and the Vice Chancellor for Academic Affairs and Workforce Development to participate in a faculty exchange program

before submission of an application. The terms and conditions of the exchange program shall be fully revealed before the exchange approval being finalized.

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 Office of Academic Affairs and Workforce Development and Human Resources. Satisfactory completion of the clearance form is required before the final payroll check for the period will be issued.

Redress to Grievances

It is the intent of the Southern University System to provide each faculty member 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 grievance.

Discrimination/Harassment

No member of the University may 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.

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 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.

Commencement and Awards Ceremonies

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

REGISTRAR'S OFFICE

FERPA for Faculty and Staff

The Family Educational Rights and Privacy Act of 1974 afford students certain rights concerning their education records. Specifically, it affords students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with this law.

Southern University at Shreveport (SUSLA) strives to comply fully with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from these records, FERPA authorizes the release of "Directory Information: without the student's prior written consent under certain conditions outlined in the Act.

Who Must Comply with FERPA?

Any educational institution or educational agency that receives funds under any program administered by the U.S. Secretary of Education.

Who is Covered?

Any individual who is taking or has taken a course at SUSLA –regardless of age. This includes Dual enrollment students • Transient students • Students auditing a course • Distance education students.

What is “Directory Information” (Public Information)?

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Following guidelines provided by the FERPA Compliance Office, SUSLA defines the following as Directory Information:

• Student’s Name • Address(es) • Phone number(s) • E-mail address • Major • Fields of study • Degrees and awards received	• Most recent educational institution attended • Participation in officially recognized activities and sports • Height/weight of athletic team members • Date of attendance • Employment title and contact information
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Can Students Control Disclosure of “Directory Information” (Public Information)?

Yes, students are notified of their right to control the disclosure of Directory Information in the Annual FERPA Notification and on the Registrar’s Office website. Students who wish to have access to their Directory Information restricted must notify the Registrar’s Office in writing. Upon receipt of this notification, a Restriction will be placed on the student’s record. A Restriction means that a student’s name will not appear in the online campus directory and will not be included in any news releases (honor rolls, graduation, etc.). Information will not be released to prospective employers, insurance companies, credit agencies, etc. If anyone requests information for a student or former student who has a Restriction, SUSLA will respond to the requestor with the following statement: “We do not have any information available on this individual.”

The Restriction remains in place (even after a student has graduated) until the student or former student submits a written and signed request to the Registrar's Office to have the Restriction removed.

What is an Education Record?

- ❖ Any record, with certain exceptions, maintained by an educational agency or institution or a party acting for the agency or institution that is directly related to a student or students.
- ❖ This record can contain a student's name, or students' names, or information from which an individual student or students can be personally (individually) identified.
- ❖ This includes all mediums: handwriting, print, tapes, disks, film, microfilm, microfiche, web, mainframe, etc.

What is not an Education Record?

- ❖ Law enforcement records;
- ❖ Grades on peer-graded papers before they are collected and recorded by an instructor;
- ❖ Doctor-patient privilege records;
- ❖ Alumni records

What is "Prior Consent for Release?"

Students must provide a signed and dated written consent before a school official may disclose education records (non-directory information). The consent must:

- ❖ Specify records that may be disclosed;
- ❖ State purpose of disclosure; and
- ❖ Identify party or class of parties to whom disclosure may be made.

Examples of items needing prior consent:

• Student ID Number	• Grades/Exam Scores
• Grade Point Average	• Social Security Number
• Parent Address/Phone	• Detail of Registration Information

	(i.e., courses, times)
• Race, Ethnicity or Nationality	• Gender
• Total Credits	• Number of Credits Enrolled in a term
• Emergency Contact	• Transcripts
• Letters of recommendation which will contain information on grades and/or GPA (see below for further information)	

What are the Exceptions to Prior Consent?

- ❖ Directory Information;
- ❖ To school officials with legitimate educational interests;
- ❖ To Federal, State and local authorities conducting an audit, evaluation or enforcement of education programs;
- ❖ To organizations conducting studies on behalf of SUSLA;
- ❖ To accrediting organizations;
- ❖ To comply with a judicial order or subpoena;
- ❖ In a health or safety emergency (see below);
- ❖ Disclosure to parent of student under 21 if the institution determines that the student has violated its drug and/or alcohol rules or policies;
- ❖ In connection with financial aid.

Health or Safety Emergencies

FERPA allows institutions to release information, without consent, in connection with a significant threat to the health or safety of a student or other individuals.

If a student needs to be located for emergency reasons, please contact University Police Department at 318-670-9349 or visit the University Police Department located in building “J” between the Student Parking Lot and the Johnny Vance Student Activity Center on the East Side of Campus.

How does FERPA apply to Faculty and Staff?

The law requires faculty and staff to treat students' education records in a legally specified manner.

- **Grades:** Students' scores or grades should not be displayed publicly. Posting by name, SSN (all or partial) or ID number must not be used. If scores or grades are posted, use a code known only to the respective instructor and the individual student. In no case should the list be posted in alphabetical sequence by student name. Grades, transcripts, Department of Assistive & Rehabilitative Services (DARS) should not be placed in plain view in open mailboxes located in public places.

Notification of grades via e-mail violates FERPA. There is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

- **Papers:** Graded papers or tests should not be left unattended on a desk in plain view in a public area, nor should students sort through them to retrieve their work.
- **Class rosters/grade sheets:** These and other reports should be handled confidentially, and the information contained on them should not be disclosed to third parties.
- **Parents:** Parents and significant others do not have a right to information about a student.
- **Employers:** Employers do not have the right to educational information about a student.
- **Student Information System:** Access to the student information system is not tantamount to authorization to view the data. Faculty are deemed to be "school officials" and can access data in the system. SUSLA staff may obtain access if they have a legitimate educational need to know to fulfill their professional responsibilities.
- *Neither curiosity nor personal interest is a legitimate educational "need to know."*
- **Letters of recommendation:** Statements based on your observation or knowledge do not require signed consent from the student. However, you must have signed written consent from the student to include information about a student's grades, grade point average, or class rank.
- Please do not assume that it's OK with the student to include his or her grade or GPA and don't include this information based on a verbal request. You must have this permission in writing with the signature of the student.

- **Students' schedules:** Do not provide anyone with a student's schedule; do not assist anyone in finding a student on campus. Please refer all inquiries to University Police Department at 318-670-9349 or direct the party to the University Police Department located in building "J" between the Student Parking Lot and the Johnny Vance Student Activity Center on the East Side of campus.

Faculty and Staff Acknowledgement: Receipt of FERPA Information

I acknowledge that I have received the Family Education Rights and Privacy Act (FERPA) information for faculty and staff information.

I understand that these provisions apply to all faculty members, staff members, students, and any other persons employed by Southern University at Shreveport; to all persons receiving funding administered by the University or receiving other compensation from the University and to all students (traditional and non-traditional) in any program or activity of the University.

By signing below, I verify that I have received and reviewed the FERPA information provided by Southern University at Shreveport and agree to abide by its provisions.

Date: _____ SUSLA ID# _____

Name of Employee:

Print Name

Signature of Employee:

Policies for e-Learning

This e-learning policy ensures consistency of courses and programs in the content, rigor, and overall educational quality, regardless of delivery mode. Southern University at Shreveport is committed to ensuring that the growing number of online courses continues to increase and meet the same high level of quality and rigor as face-to-face classes.

CHAPTER VI

FACILITIES AND SERVICES

The University Library

A. Brief Description of Materials and Services

The Library is a place to serve your informational needs. The library staff is aware of particular and specific needs and is very willing to assist with concerns or problems.

It is the mission of the University Library to provide the educational resources needed to meet the academic and research demands of the institution. The Library is the center for learning materials, and it serves as an important teaching agency by providing bibliographic advice. Formal and informal instructions are given in the use of the Library to students through the orientation classes.

The programs and services of the Library are geared toward implementing the mission of the University with the specific objectives of meeting the educational needs of the University and to provide community service.

B. Acquisitions

Faculty members may place orders for new library acquisitions with their departments or with the Acquisitions Department of the Library directly. Such orders are made on special cards provided by the Library. Orders should be placed as early as possible in the academic year.

C. Services

In addition to providing printed materials for circulation or reference, the Library provides the following services:

1. **Interlibrary Loan:** This service obtains materials from other sources that are not available in the University Library.
2. **Audio-visual Materials:** The Library has a large collection of audiovisual materials, including DVDs, CDs, records, cassettes, and tapes.
3. **Bibliographic Instruction:** The Library offers instruction in the use of the library to classes.

Special Services

The Library is a member of a Cooperative Library Service. This enables the University to borrow books and materials on interlibrary loan very rapidly. A small fee is charged for copying materials that cannot be circulated. Otherwise, the materials may be used for fourteen days or longer at no charge. The Library also offers binding services to faculty, students, and the community. The fee is \$1.00 for soft covers.

The Library staff at Southern University at Shreveport, in keeping with new technology, has endeavored to bring to its academic community and other users, a broader spectrum of accessibility to information needed for research. The Library staff of Southern University at Shreveport welcomes faculty, students, and the community to eLibrary (OPAC) and EBSCO Discovery Services (EDS), an online database that offers users a more Google-like search.

In the OPAC (Online Public Access Catalog), library holdings are consolidated and displayed in an easy-to-read format describing the title, subjects, authors, and call numbers. This catalog is for the use of administrators, faculty, staff, and students. The community is also welcome to use the OPAC.

Computer Lab

The Southern University Library has a Computer Lab. The lab is a facility of twelve (12) computers and is located on the 2nd floor of SUSLA's Library, Room 32. It is available to all students and the community.

Students have the capability of accessing all online resources via the Internet to do book and article searches.

Computer Lab

A Board of Regents grant awarded in 2007-2008 purchased computers to support an Open Access Lab to support Health and Medical Sciences programs. Carl Perkins funds purchased software and other resources to supplement the class content and provide for test preparation in the Allied Health Sciences and Nursing programs.

Black Ethnic Archives General Information

The Black Archives is located on the first floor of the University Library. Its purpose is to collect, preserve, and make available to researchers the materials that document Southern University at Shreveport as well as the contributions of African Americans in Northwest Louisiana. The *Shreveport Sun* newspaper collection, dating from 1927 to the present, comprises the core of the Archives.

The Archives' materials are available to the academic and local communities. The collections are non-circulating and are to be used within the Archives. Registration is required before the use of any materials. No food, drink, pens, backpacks, or scissors are allowed in the Archives Room.

Learning Resource Center (Metro Campus)

The Library is continuously changing to improve services to our users and has established the Learning Resource Center (LCR) at the Metro Campus, 610 Texas Street. The LRC contains resources that support the Nursing and Allied Health disciplines and provides other resource materials.

LOUIS: The Louisiana Library Network

LOUIS: The Louisiana Library Network is a project of the Louisiana Academic Library Information Network (LALINC), a consortium of public and private college and university libraries. This partnership, established in 1992 by academic library deans and directors, currently has 49 members and is funded by LALINC members and the Louisiana Board of Regents.

With a centralized support staff, LOUIS combines the collective resources of all members to produce a dynamic library consortium. LOUIS provides member-approved initiatives that include information technology solutions such as an integrated library system, a digital library system, an interlibrary loan system, electronic scholarly resources, remote access to resources any time, any place, as well as a host of other services.

Library Hours of Operation

MLK Campus

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 12 noon
Saturday	9:00 a.m. – 1:00 p.m.
Summer Hours	
Monday – Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 12 noon

Learning Resource Center (Metro Campus)

Monday – Wednesday	8:00 a.m. – 6:00 p.m.
Thursday - Friday	8:00 a.m. – 12 noon

These hours run continuously. The Library is not closed during the lunch hours; however, it does close during special convocations and lyceum attractions.

The Bookstore

A. Purpose

The Southern University at Shreveport Bookstore is the official provider of course materials, general reading books and references, supplies, computer products, and spirit apparel and accessories.

Textbook orders should reach the bookstore before the beginning of the semester in which the book will be used. Deadlines are as follows:

Fall – April 1st

Summer – April 1st

Spring – November 1st

B. Regular Hours

Monday – Friday	8:00 a.m. – 5:00 p.m.	During Registration
Monday – Friday	8:00 a.m. – 4:00 p.m.	Regular Hours

Note: Hours are subject to change.

C. Payment Methods

Cash and major credit cards are acceptable forms of payment. The Bookstore is located in the Johnny L. Vance Student Activity Center. The telephone number is 318-670-9309.

Information Technology (ITC)

As far as resources will allow, the Department of Information Technology provides data processing, computing, and telecommunications services for the entire University. The unit supports instruction and research projects conducted by faculty members.

Faculty members interested in using technology as a tool in teaching and research should contact ITC to discuss their service needs and requirements.

ITC is located in the Administration Building, Room A-44. The telephone number for the help desk is 318-670-9905.

Graphic Services

The Office of Graphic Services/Document Management Center, a two-part unit, operates an on-site graphic services area with a centralized duplication/copier and finishing services area/unit.

The Graphic Services component provides university materials and information through layout/design and visual presentations/illustrations.

The Document Management Center component serves as a multi-functional, high speed/massive quantity copier/duplication, and finishing services unit.

The Document Management Center is located in the Fine Arts Building, Room C-19; telephone 318-670-9359; fax 318-670-6462.

The Office of Graphic Services/Document Management Center operates under the supervision of the Division of Finance and Administration.

Testing Services

Diagnostic and prognostic testing services are available to faculty members who seek data that are needed to aid in effective student advisement. Services for scoring standardized or faculty tests are also available. Faculty members desiring to use this service should submit master sheets to the Testing Service Office at least 24 hours before tests are to be given.

The Testing Service Office is located in the Fine Arts Building, Room C-12; telephone 318-670-9450.

Keys

Faculty members must request keys through the proper administrative channels. Key authorization forms are available in the office of the departmental chairperson. Facilities issue all keys. Individual keys are issued to faculty members and staff upon receipt of a key authorization form signed by the divisional dean or supervisor. If a faculty member is momentary without a key, entrance to authorized areas may be obtained through University Police or appropriate supervisor on duty in a particular area. In cases of emergency, the Campus Police Department should be contacted at 318-670-9349, located in the Physical Plant Warehouse.

Central Purchasing Department

The University maintains, through the Division of Finance and Administration, a central Purchasing Department. Through this department, faculty and staff members may obtain goods and services for instructional and non-instructional use. Requests for services, when funds are available in the current budget, should be directed to the departmental chairperson, division dean and vice chancellor on University Requisition forms. The University will not assume responsibility for any purchases made without prior approval by the purchasing agent.

Detailed instruction on submitting requisitions may be obtained from the Southern University Standard Accounting Procedures Manual. Each department head should have a copy of this manual. A copy can be secured by calling 318-670-9355.

Property Control

Equipment (moveable, non-consumable capital) purchased by the University through state and federal funds, as well as donations, are all considered as assets belonging to the University. As mandated by the State of Louisiana, the receipt of this equipment must be reported to the Louisiana Property Assistance Agency (LPAA). To ensure equipment security, all University personnel must adhere to written procedures for the proper transfer or relocation of such equipment. No property (moveable equipment) should be relocated until proper authorization to do so is granted. It is also mandatory that physical inventories be conducted annually as a means of accountability of departmental assigned equipment as well as officially documenting, with LPAA, the equipment's ongoing existence.

Copies of Internal Procedures of Moveable Equipment may be obtained from the Property Manager, whose office is located in the University Warehouse, Room W-1; telephone 318-670-9379.

Building Usage

Academic departments and organizations requesting the use of space in buildings must submit an "Activity Clearance Form" at least two weeks in advance of the planned event. The form must carry the approval of the appropriate officials. The forms may be secured from the Office of Student Affairs or Office of Fiscal Affairs.

Maintenance and Repairs

The Office of Physical Plant and Facilities has the responsibility for the maintenance of all University buildings and equipment. All requests for maintenance or repair services should be directed to the Department of Facilities Planning Operations in the form of a maintenance work order request.

Medical Services

Since Southern University at Shreveport-Bossier City is a two-year commuter college, the services of Willis Knighton and David Raines or the Shreveport Fire Department (located two blocks from campus) are utilized in emergencies.

Credit Union

The Southern Teachers and Parents Federal Credit Union are available to serve the financial needs of the faculty and staff. Any information about joining the credit union can be obtained from your credit union representative on campus at 318-675-9355.

Office of University Relations

Purpose

To remain consistent with the University's goals and objectives, information disseminated to the media or any other outside entity must be professional, accurate, consistent, and reflect a positive image of the University. The primary duty of the Office of University Relations is to serve as a liaison between the University, media, and the general public.

Faculty and staff are encouraged to appear on television and/or radio to discuss issues relevant to the University and their expertise. However, to protect the integrity of Southern University at Shreveport and to ensure accurate and appropriate responses, **all media calls or inquiries must be directed to the Office of University Relations first.** Questions or information

regarding specific expertise will be directed to the appropriate Division pending approval from the Office of University Relations and/or the Office of the Chancellor.

Under no circumstances shall statements, interviews, news conferences, press releases, statistics, advertisements, or literature be disseminated to the media or general public without prior approval from the Chancellor via the Office of University Relations. It should be noted that the Chancellor is the **official** spokesperson for Southern University at Shreveport. If the Chancellor is unavailable, the Executive Associate to the Chancellor and/or the Director of University Relations will serve as the official spokesperson.

Emergencies

In the event of a crisis, emergency, or unforeseen event involving the University, **only** the Chancellor, Executive Associate to the Chancellor, or Vice Chancellor of the appropriate office will appear as official spokespersons. The Director of University Relations will be in charge of coordinating the press conference/statement, news release, introductions, control, and direction of questions.

Requests for Assistance

For assistance in coordinating press conferences, media notifications for special events, or photographs for the MLK or Metro Center campuses, an official request shall be forwarded **two weeks in advance** for approval and coordination to the Office of University Relations based on priority.

All requests shall include event, date, time, location, media needs, and any other pertinent information.

Publications

Articles, comments, suggestions, and photographs for publication in the Chancellor's eNews, SUSLA weekly, or any other publications must be submitted to the Office of University Relations. Materials submitted for publication may or may not appear pending available space. Materials submitted after publication deadlines may not appear.

Internal marketing and advertisements for all campus events or appeals must be submitted to the Office of University Relations for review before dissemination. Upon review and approval, the Office of University Relations will advise upon the best method of advertisement and on any edits or adjustments to be made.

[Office of Sponsored Programs](#)

Guidelines for Basic Proposal Development – Funding agencies' application guidelines usually provide the framework for the sequence and content of the proposal. While the format will vary from one agency to another, a sponsor usually requests certain basic components. These basic components include: (1) project summary, (2) project narrative, (3) introduction/review of literature, (4) needs statement/statement of problem, (5) objectives, (6) plan of action/methodology, (7) personnel, (8) facilities and resources, (9) timeframe, (10) evaluation, (11) publication/dissemination, (12) appendices, (13) budget, (14) vitae/bibliographical references, and (15) letters of endorsement.

Review and Submission of Proposals – To ensure compliance with policies and procedures of sponsoring agencies as well as those of the institution, all proposals for extramurally funded projects must be submitted for review to the Office of Sponsored Programs (OSP). Faculty and staff are urged to submit completed proposals at least ten (10) working days before the deadline

date, especially, federally-sponsored applications because they require the preparation of extensive assurances, as well as statewide clearinghouse review. OSP will use the following criteria to review proposals for the recommendation of approval by the Chancellor of Southern University at Shreveport, Louisiana:

- ❖ Clarity and succinctness;
- ❖ The relevance of documentation to support the need/problem addressed;
- ❖ Benefits/anticipated results of the project;
- ❖ Consistency of the proposal format with guidelines, such as page limitations, type size, criteria to be addressed, etc.;
- ❖ Salaries – whether proposed salaries are in line with current salaries; are fringe benefits calculated properly; and are salary increases calculated for multi-year grants, or for proposed grant periods which overlap the University’s fiscal year?
- ❖ For all federal proposals, evidence of compliance with the Office of Management and Budget (OMB) Circular A-21, the cost principles governing the use of federal funds.

Notification of Funding – A written notification of award is transmitted to the Office of Sponsored Programs (OSP) by the funding agency. The award notification will set forth all terms and conditions of the grant or contract. The terms and conditions should include the following information:

- ❖ Agency Award Number
- ❖ Award period
- ❖ Award amount
- ❖ Principal investigator

- ❖ Terms of acceptance
- ❖ Other applicable information whether listed or incorporated by reference
- ❖ Authorized signature of the awarding agency

Award documents should be transmitted to the OSP by the funding agency. In the event that the award document is received by the Principal Investigator (PI), it should be transmitted to the OSP immediately. Upon receipt of the award notification, the OSP will review the award to ensure that it complies with the original proposal. The Office will then confer with the principal investigator and other administrators to discuss and resolve any discrepancies.

Police Services

The University, through the Campus Police Department, provides a variety of services for faculty and staff. Within the confines of Southern University, police officers take action to protect life and property, preserve the peace, prevent crime and enforce all federal, state, parish, and University laws and ordinances within their jurisdiction.

A. Emergency

Faculty members should report all emergencies to the Campus Police immediately. This department assists as needed, and it also files appropriate written reports within the civil authorities on such emergencies as accidents, illness, and disorder.

B. Parking and Traffic Regulations

To park on campus, faculty members must register their vehicles with the Campus Police. This registration requires a valid driver's license, a valid vehicle registration slip, proof of insurance, and the payment of a parking fee. If faculty members use multiple vehicles, each must be registered separately and permits issued for each. The Fiscal Affairs Office fixes the fee and the limit on the number of vehicles.

Individuals violating parking and traffic regulations are subject to a fine. These citations must first be assessed at the University Police Department and paid within

48 hours at the Cashier's Window, located in the Administration. The Campus Police Office is located in the University Police Station; telephone 318-670-9349.

Telecommunications Center

The Telecommunications Center performs a variety of complex administrative, technical, and supervisory work in planning, coordinating, monitoring, and directing the day-to-day operations of the mailroom and telecommunication operations, including pagers, cellular phones, cable service, receptionist and switchboard operator. Our motto is, "Every call and every contact is an opportunity for the University to grow." Accuracy, courtesy, tone, and speed are our objectives. We are guaranteed to meet and greet customers with a SMILE on the phone as well as when they enter our doors. The Telecommunications Center reports to the Director of Information Technology.

Duties and Responsibilities

- ❖ Plans, coordinates, supervises and evaluates the Telecommunication's Center operations including overseeing the installation/repair of communication equipment, programs expenditures, system usage and assigns telephone numbers;
- ❖ Coordinates plans for and reviews specifications for new or replaced telephone, postal service and other telecommunication equipment;
- ❖ Creates a Campus Directory by maintaining and keeping a record of all employees at the University as provided by Personnel;
- ❖ Develops policies and procedures for the Telecommunications Center to implement directives received from the supervisor, administrative team, system office and/or governing body;
- ❖ Reviews Telecommunication Center's performance and effectiveness and formulates policies and procedures to alleviate deficiencies;
- ❖ Evaluates the performance of the Telecommunications Center's personnel and submits evaluation(s) in accordance with the University's policies and procedures;

- ❖ Coordinates requests for equipment needs and technical problems through installation and/or repair services as needed;
- ❖ Gathers, formats and maintains statistical data on the Center's operations and workload and reports data to the supervisor periodically or as requested;
- ❖ Monitors expenditures, performance and schedule preventive maintenance on equipment (telecommunications and postal) and other supporting equipment;
- ❖ Performs other duties as assigned by the Director of Information Technology Center.

A. Installation/Repair Service for all Telecommunication Services

1. Call 318-670-9900 and/or complete a service order request describing your needs through the ITC Department, vfields@susla.edu, and cc: cjackson@susla.edu.
2. Complete a Purchase Requisition for services requested, if needed.

B. Facsimile Services

1. Fax machines are available in various divisions of the University to further attribute to the success of modern communication. The Telecommunication Center provides a telephone number and will contact a vendor to install the data jack for the fax machine only after the requestor has submitted a Purchase Requisition to take care of the cost.

C. Pagers and Cell Phone Service

The Telecommunications Center is responsible for ordering pagers and cell phones for employees of the University. Application for the use of these services can be obtained from the Vice Chancellor for Finance and Administration. Repair of these services should come through the Telecommunications Center.

D. Postal Services

The Telecommunications Center sorts distribute and place stamps on University mail.

1. **Bulk Mail** – consists of 200 or more business-size letters from a department. All bulk mail should be sorted into two stacks of numerical sequence in zip code order in one of the following categories:

Category 1 – Zip codes 710xx, 711xx, 712xx, 713xx, 714xx

Category 2 – Other-any zip code that does not fall within the category one range.

The U. S. Post Office requires certified mail to be taken to the post office on the same day it is stamped. Therefore, all mail should be in the mailroom by 12:30 p.m. for same-day delivery.

2. Processing of Mail – Picking up Mail

- a. All mail is required to be typed or labeled with a return address
Southern University at Shreveport
Department or Name
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
- b. No mail should be handwritten. The mail is processed through a machine that cannot decipher your handwriting. Please use black or blue ink.

Mail Slots – All departments should use their keys to access their mail slots to retrieve their mail.

Lost and Found

All lost and found articles should be reported to the University Police.

Appendices for Faculty Handbook

Appendix A

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 the subcategories thereof, and a minimum number of points is required for favorable consideration.

Promotion/Tenure Criteria

- A. Excellence in librarianship – 40 points
 - A. Director's evaluation – 20 points
 - B. Department Head's evaluation – 10 points
 - C. Peer evaluation – 10 points
- II. Research, Publications, and Creative Activities – 10 points
 - A. Research completed within the past five years
 - 1. Book published or accepted for publication – 2 points
 - 2. Creative works performed or displayed – 2 points
 - 3. Published abstracts, annotated bibliography, reviews, handbooks and brochures – 2 points
 - 4. Articles published or accepted for publication – 2 points
 - 5. Institutional research – 2 points
- III. Professional Training and Experience – 20 points
 - A. Educational Training and Experience
 - 1. Attainment of earned Terminal Degree (MLS is a terminal degree for Librarians) – 10 points
 - 2. Earned Specialist degree or completion of 24 hours of graduate work above the Master's degree in Library Science – 2 points
 - 3. Completion of all but dissertation – 1 point
 - 4. Attainment of Doctoral Degree – 2 points

- B. Experience in librarianship
 - a) College or University level – 3 points
 - b) Non-college level teaching – 1 point
 - C. Non-degree study: formal or informal coursework, travel, and participation in conferences or developmental workshop, etc., over past five years – 1 point
- IV. Professional activities and community service – 15 points
- A. Professional activities and community service – 15 points
 - 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
 - 2. Service on a committee of a professional organization as
 - a) Chairperson
 - 1) National – 2 points
 - 2) Regional – 1.5 points
 - 3) Local – 1 point each
 - 3. Presentations at seminars, conventions or conferences
 - a) National – 5 points each
 - b) Regional – 3 points each
 - c) Local – 2 points each
 - 4. Attendance at professional meetings
 - a) National – 3 points each
 - b) Regional or state – 2 points each
 - c) Local – 1 point each
 - 5. Securing 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 the past five years – 5 points maximum
 - 1. Service as an active member of a community public body having a constitutional status for a government authority as
 - a) An officer
 - 1) President – 2 points
 - 2) Vice President – 1.5 points
 - 3) Secretary/Treasurer – 1 point
 - 4) All other officers - .5 points
 - b) Chairperson of a committee but not an officer – 2 points
 - c) An active member-only- not 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 meeting on matters of community interest, etc. – in other than membership capacity – 2.5 points
3. Participation in a civic service or religious organization – voter's leagues, scouts, Kiwanis, sodality, etc., 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) 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 the past five years – 15 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 – 5 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, too, 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 – 5 points

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

Mentoring and advisement for librarians involve counseling and assisting faculty and instruction in a formal classroom setting. They may also be involved in bibliographic counseling (formal and informal) and aspects of the regular mentoring of students (i.e., through experimental learning germane to library utilization).

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

Appendix B

Eligibility Requirements

Professional Preparation for Promotion

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

Composition of Committees

1. Division Promotion Committee

Serving on the Division Promotion Committee is a faculty responsibility. Permission not to on a committee may be granted by the Vice Chancellor for Academic Affairs and Workforce Development upon presentation of extraordinary circumstances that would warrant an exception to this policy. To be eligible to serve on the Committee, a faculty member must meet the following criteria:

- a) Be employed as a full-time faculty member in the division (not limited appointment); have been employed full-time at least three years;
- b) Hold the rank of Assistant Professor or higher;
- c) Not be an applicant for promotion during the academic year in which he/she serves on the Committee.

The Division Promotion Committee will be composed of the Division Dean and four ranking faculty members. The Division Dean will have an ex-officio (non-voting) role, will be present during committee meetings, and will serve as a resource to the committee regarding the implementation, interpretation and consistent application of the policy. If the Division Dean is a candidate for promotion, he/she shall appoint a senior member of the division to serve in this position. The minimum committee composition will be the Division Dean and three faculty members. If three ranking faculty members are not available, a non-qualifying assistant professor or instructor may serve, or a ranking faculty member may be selected from another division.

After Verification of Eligibility for Promotion forms have been approved, four names of faculty members eligible to serve on the Division Promotion Committee will be drawn by lot by a representative of the Faculty Senate in the presence of the Division Dean and one faculty member in that division.

All members of the Division Promotion Committee will be required to attend an in-service workshop on the process for evaluation of promotion application.

The Division Dean will call the first meeting of his/her Division Promotion Committee. At the first meeting, the chair of the Division Promotion Committee will be elected.

2. College Promotion Committee

The members of the College Promotion Committee will be selected from the members of the Division Promotion Committees. Each Division Promotion Committee will select by lot one member to serve on the College Promotion Committee. At the first meeting, the chair of the College Promotion Committee will be elected.

3. Promotion Appeals Committee

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

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

Steps in the Tenure Process

1. Tenure Evaluation Process

In the critical year of his/her appointment, each probationary faculty member's evaluation shall be initiated within his/her department to determine if the faculty member is eligible for tenure. In the event tenure is denied to a faculty member, appropriate written notice shall be given, and the faculty member's appointment will be terminated on the last workday 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.

2. 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. Also, the applicant shall be provided the opportunity to submit a written response to a negative evaluation at a phase which shall be taken into consideration at the next level of review.

A. Department Retention, Tenure and Promotion (RTP) Committee Evaluation

- a) Each tenure applicant shall be evaluated by the Retention, Tenure, and Promotion (RTP) Committee in his/her 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 division.
- c) For small departments with insufficient tenured faculty to serve, tenured faculty members shall be drawn from other departments within the division of origin of the applicant. 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 faculty. Negative recommendations may be appealed to the chairperson by the 10th workday following the receipt of the written notification.

B. 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/her evaluation of each tenure applicant.
- b) After receipt of the department's RTP Committee's recommendation, 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. Negative recommendations may be appealed to the division RTP Committee, via the division dean by the 10th workday following the receipt of the written notification.
- c) The applications and all supporting documents, together with evaluations and recommendations of the departmental committee and the chairperson, shall then be submitted by October 15th to the division Dean of the appropriate division for the division RTP Committee's evaluation and recommendation.

C. Division Retention, Tenure and Promotion Committee Evaluation

- a) The division Dean shall forward all recommendations, evaluations, and documentation received from the department chairpersons and all appeals from tenure applicants to the division 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 division, and the Faculty Senate shall appoint two. Each academic department in the division must have, at least, one representative on the committee, unless there is no tenured faculty member within a department. Such departments shall not have any representative on the division RTP Committee.
- b) The Committee shall examine the application, the supporting documents, and the evaluations and recommendations of the department RTP Committee and departmental chairperson to determine the applicant's eligibility for tenure in accordance with established criteria. The division RTP Committee evaluations and recommendations shall then be submitted by the chair of the division RTP Committee by November 15th to the division Dean. Negative recommendations may be appealed to the division Dean by the 10th workday following the receipt of the written notification.

D. Division Deans' Review and Evaluation

The division Dean shall conduct his/her evaluation and render recommendations, based on his/her review of all supporting documents and recommendations from previous levels of review and appeals from tenure applicants. Upon completion of his/her review, the division Dean shall notify the applicants and the chief academic officer of the results, in writing, by December 15th. Negative recommendations may be appealed to the Vice Chancellor for Academic Affairs and Workforce Development by the 5th workday of receipt of written notification. The Vice Chancellor shall appoint a university-wide RTP Appeals Committee to provide advice and assistance in reviewing the appeals.

E. 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 RTP Committee, the departmental chairperson, the division RTP Committee, the division dean, and appeals received from tenure applicants. The chief academic will assemble the Retention, Tenure, and Promotion Appeals Committee to deliberate on appeals by January 15th of each academic year. The chief academic officer's recommendations shall be submitted to the chancellor of the campus by January 30th of each academic year. The tenure applicant shall also be notified, with copies to the appropriate dean, division dean, and department chairperson. Negative recommendations may be appealed to the Chancellor by the 10th workday following the receipt of the written notification.

F. Chancellor's Review and Evaluation

After conducting his/her review of the submitted dossiers, the Chancellor shall then make his/her evaluations and submit recommendations to the President by February 25th of each

academic year and notify the applicants. Negative recommendations may be appealed to the President by the 10th workday of the receipt of the written notification.

G. 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 on which action was taken. Negative recommendations may be appealed to the Board.

H. The Board of Supervisors' decision shall serve as the final action required in the tenure review process.

Appendix C

Southern University

Policy Against Sexual Harassment

Purpose and Objectives:

Southern University is committed to ensuring that the work, classroom, study, and social environments on its campuses are free of sexual harassment. Toward that end, should any incidents occur, the University provides a means by which students, staff, and faculty may seek a recourse.

Authority:

Title IX of the Education Amendments of 1972 and 1974 (34CFR, Part 106), Louisiana Statutes, Louisiana Code of Ethics for State Employees, and University policy and regulations.

Policy:

It is the policy of Southern University that the classroom and workplace are for learning and work. It is the University's goal to provide a workplace and classroom free of tensions involving matters which do not relate to Southern University's business or the learning process. The University recognized that sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All

constituents of the University community are entitled to work and study in an atmosphere free from sexual overtures or innuendos that are unsolicited and unwelcome. It is the particular responsibility of persons in the University community who hold positions of authority over others to avoid actions that are or could be considered sexually abusive or unprofessional. It shall be a violation of the University's policy against sexual harassment for any administrator, officer, employee, student, or agent to sexually harass any other administrator, officer, employee, student, or agent. Sexual harassment is a type of misconduct which will result in disciplinary action against the perpetrator thereof, regardless of whether it is an employee or a student.

Definitions:

Southern University has adopted the following definition of sexual harassment.

1. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature which:
 - a) Submission to such conduct is either explicitly or implicitly a term or condition of employment or a student's status in a course, program or activity; or
 - b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or academic advancement; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or of creating an intimidating, hostile, or offensive environment.
2. Conduct which falls into the definition of sexual harassment includes, but is not limited to:
 - a) Unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching;
 - b) Overt or implied threats against or promises and actions that give an advantage to an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship;

- c) Verbal harassment or abuse of a sexual nature, including intimidating by way of suggesting a desire for sexual relations or making jokes or remarks of a sexual nature to or in front of a person who finds them offensive;
- d) Use of sexually suggestive terms or gestures to describe a person's body, clothing or sexual activities;
- e) Displaying or posting offensive, sexually suggestive pictures or materials in the classroom or workplace.

Procedure for Filing a Complaint

Equal Opportunity Officer (EEO):

The Equal Opportunity Officer shall administer the policies and procedures outlined in this document. There shall be staff identified in the EEO Office to respond to inquiries and answer questions regarding these policies and procedures and to provide informal advice or give directions for securing advice to persons who are not sure whether they have been a victim of sexual harassment.

Complaint:

Within sixty (60) days of the alleged act(s) of sexual harassment a complaint should be filed, or, in the case of a student complaint against a faculty member, within twenty (20) working days after the beginning of class of the semester following that in which the alleged harassment occurred. Speedy and timely filing of complaints is encouraged.

Types:

I. Informal Complaints

- a) Any person – student, employee, job applicant, who believes that he/she has been or is the victim of sexual harassment may elect to file an informal complaint with the EEO Officer. (Location of his/her office and number is stated below).
- b) The EEO Officer or his/her designee shall hear the informal complaint, conduct an investigation of the complaint, and prepare a report of his/her findings. Thirty (30) days shall be allotted for the attempt to resolve an informal complaint.
- c) If there is no satisfactory resolution of the complaint using the informal procedure, or the complainant wishes to bypass this procedure, he or she may initiate a formal complaint.

II. Formal Complaints

- A. A formal complaint must be made in writing to the EEO Officer. The complaint shall contain the following:
 - 1. the name of the complainant;
 - 2. a statement of the act(s) complained of;
 - 3. the name of the alleged offender
 - 4. date(s) or approximate date(s) on which the offending act(s) occurred;
 - 5. the name(s) of any witnesses;
 - 6. the desired resolutions.
- B. A formal complaint must be filed within sixty (60) days of the alleged act(s) of sexual harassment, or in the case of a student complaint against a faculty member, within twenty (20) working days of the beginning of class of the semester following that in which the alleged harassment occurred. Where an informal complaint has already been filed, a formal complaint shall be filed within in one hundred (100) days of the alleged act(s), or sixty (60) days after the complainant's receipt of the EEO Officer's findings, if the recommended resolution is unsatisfactory.
- C. During the investigation of a complaint, conciliation may be attempted to reach an amicable settlement. If conciliation of the complaint is successfully achieved between the parties, the terms thereof shall be communicated by the EEO Officer to the President, the Chancellor, the complainant, the alleged offender, the immediate supervisor, the department head and/or Dean, as appropriate. If the alleged offender fails to honor a negotiated conciliation agreement or retaliate against the complainant, the complainant should notify the EEO Officer or his/her designee who, in turn, shall notify the Chancellor and President or a designee. The Chancellor may require the complainant to proceed as if conciliation was not achieved. If conciliation is not achieved when attempted, the investigation of the complaint shall continue, and the written findings concerning probable cause are issued within a maximum of ninety (90) days, with notice of the same to all of the above reference parties.

Appeals:

- 1. Either party may appeal the finding of the EEO Officer to the Chancellor or his designee by filing a written request for review within ten (10) days of receipt of the EEO Officer's finding.
- 2. The review process shall be completed at this level within thirty (30) days of receipt of the appeal and the findings communicated to the appellant and other affected parties.

Probable Cause Finding

Upon acceptance of a finding of probable cause, the immediate supervisor, department head, dean or vice chancellor, as appropriate, may offer a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action(s) shall be taken in accordance with the rule and regulations affecting the class of employees and/or the terms of any applicable university rules, regulations, or agreements.

Prohibition of Retaliation

Retaliation against a complainant by any University employee or student is expressly prohibited. Any attempt to penalize a student, employee or agent for initiating a complaint through any form of retaliation shall be treated as a separate incident of sexual harassment.

Frivolous or Malicious Complaints

If a claim of sexual harassment is found to be frivolous or malicious, appropriate University sanctions shall be taken against the complainant, including disciplinary action as appropriate. Disciplinary action against students shall be taken in accordance with the University's Code of Conduct for Students.

Concurrent Grievance

A complaint that is concurrently filed by the complainant with another University Unit or through an external administrative process shall cause further action by the EEO Officer to cease until the other process is completed. Further review by the EEO Officer shall commence only upon notice to him/her of the findings of the other unit and of the complainant's desire that the investigation is completed. Nothing contained in this rule shall be construed to affect the right of a complainant to pursue the matter with an appropriate enforcement agency.

General Oversight Responsibility

All University administrators shall continually monitor the work and academic environment and take corrective action whenever instances of sexual harassment are observed or reported to them. The matter may be internally resolved in the unit or reported to the EEO Officer for appropriate action.

Notification of Policy

This policy shall be widely disseminated and posted to assure that faculty, staff, students, and job applicants clearly understand what constitutes acts of sexual harassment and recognize that the University regards sexual harassment as a serious offense that will not be tolerated.

The full policy shall be made available to administrators at all levels of authority. Additional copies shall be available through the Office of Personnel and the Vice Chancellor for Student Affairs and Enrollment Management. Abbreviated versions shall be made available to students, faculty, and staff. Additionally, this policy shall be included in University catalogs, personnel and policy handbooks, and manuals and university media. Workshops, seminars, and other educational programs shall be periodically offered to University personnel regarding the topic of sexual harassment.

Forms

Complaints of sexual harassment may be filed by a letter containing the above-referenced information or on the Inequity/Discrimination Complaint Form available in the Office of Personnel/EEO Officer, the Campus Police Office or the Office of the Vice Chancellor of Student Affairs and Enrollment Management, and the SGA Office.

INEQUITY/DISCRIMINATION

COMPLAINT FORM

NAME _____ HOME TELEPHONE _____

Street Address _____ City/Zip Code _____

Status: (Please complete as appropriate)

_____ Student

_____ Undergraduate _____ Graduate

Program, Major, School/College _____

Employee _____

Position Title _____

Department _____

Office Location _____

Office Telephone _____

_____ Unclassified _____ Faculty _____ CS _____ Other: (Specify) _____

Inequity/Discrimination based on (check one):

_____ Race _____ National Origin _____ Sex _____ Age _____ Religion

_____ Marital Status _____ Handicap

Description of incident(s) which makes me believe I have suffered an inequity and/or been a victim of discrimination (use additional sheet if necessary):

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. The Title IX Coordinator: Dr. Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318) 670-9201. Section 504 Coordinator: Ms. Jerushka Ellis, Health & Physical Education Complex, Room 314, (318) 670-9367

Appendix D

SOUTHERN UNIVERSITY

Shreveport
Campus

DRUG POLICY

INTRODUCTION

In compliance with the Drug-Free Work Place Act of 1989, the Higher Education Act of 1965 (Section 1213) and the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226, Section 22) Southern University at Shreveport hereby adopts this Drug Policy/Education Program for its students and employees. This policy has been approved by the Board of Supervisors to serve as the guideline for disciplinary actions necessitated by alcohol and drug use during University-related activities on and off-campus. The policy will be issued annually and strictly enforced.

In addition to meeting the federal government's mandates, the Southern University System is genuinely concerned about the health and well-being of its constituencies. The ill-effects of alcohol and drugs on the health of individuals can no longer be ignored or denied. As a Historically Black University, Southern University accepts a role at the forefront of this movement since available data overwhelmingly indicated that African Americans are more adversely affected by both alcohol and drugs than other ethnic groups. Thus, the policy's intent is not to be punitive but rather designed to promote the positive health and welfare of those in this community.

This policy and educational program conform to the basic requirements set forth by the federal government to assure the well-being of the general populace at Southern University. Adherence to this policy will contribute much toward assuring a safer workplace and productive, healthy employees, and students.

HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL AND DRUGS

Consumption of alcohol and drugs hurts individual and family health. Alcohol consumption can result in an increased risk of coronary heart disease, cirrhosis of the liver, ischemia and hemorrhagic stroke, hypertension, and some types of cancer. Prenatal alcohol consumption can result in fetal alcohol syndrome, as well as learning disabilities and other childhood neurological disorders. Drug abuse has been associated with malnutrition, various infections, cardiopulmonary arrest, permanent chromosomal damage, poor fetal development, memory loss, and other neurological disorders. Both alcohol and drugs are addictive and have been associated with social and mental disorders, crime, accidents, family breakdown, and poor school and job performance.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

DRUG	STREET NAME	HEALTH RISKS
NARCOTICS		
Heroin	dope, junk, horse, H	Death from overdose
Morphine	white stuff, monkey, Miss Emma	Mental deterioration
Codeine	schoolboy	Destruction of brain and liver
Opium		Hepatitis, embolisms
Hydromorphone	little D, lords	Slows breathing
Meperidine	dolantol	Increases risk of infection such as
Methadone	meth, dollies, dolls, amidone	AIDS and hepatitis
DEPRESSANTS		
Chloral Hydrate		
Barbiturates	barbs, yellow jackets, reds	Death from overdose
Benzodiazepines	candy, downers, sleeping pills	Causes addiction, convulsion, and death
Methaqualone	soapers, quads, ludes	as a result of withdrawal
Glutethimide		
STIMULANTS		
Cocaine	crack, coke, ice snow, toot	Death from overdose, hallucination
Amphetamines	speed, uppers, tennies	Causes heart palpitation which can become
Prophatazine	uppers, peaches, hearts	chronic and cause death by a heart attack

Methylphenidate		Lung damage, respiratory problem, irreversible brain damage
		Possible birth defects, depression, suicide, death, Epileptic seizure
		Suicidal tendencies; unpredictable behavior
HALLUCINOGENS		
LSD	electricity, acid, white lightning	Brain damage, chromosomal breakdown
Mescaline & Peyote	peyote buttons, cactus	Long term use can cause 'flashbacks,' periodic distortion of vision or time perception
Amphetamine variants	ecstasy, designer drugs	Emotional imbalance & dreamlike states while Awake
Phencyclidine	PCP, angel dust, hog, rocket	
Phencyclidine Analogues	fuel, superweed	
CANNABIS		
Marijuana	joint, weed, grass, pot	Causes behavior and reproductive problems
Tetrahydrocannabinol	THC	Delays puberty, weakens the immune system
Hashish	hash	Causes lung damage, b impairs short-term memory and learning ability
Hashish oil	hash oil	
ALCOHOL		
Alcohol		Causes congenital disabilities, impairs kidney function
		Causes damage to pancreas & liver, hypertension impairs the immune system; alters hormone balance; disrupts menstrual cycle; Interferes with sex performance in males
TOBACCO		Increased heart rate, blood pressure, emphysema
Nicotine		Lung cancer, heart disease, death
ANABOLIC STEROIDS		Hair loss, deep depression, severe acne
		decreased sperm production, abnormal liver function, heart disease, acute schizophrenia

POLICY STATEMENT

Adopted-Pursuant to the Drug-Free Work Place Act of 1988

A. Statement of Policy

Recognizing that drug use poses health and safety hazards to employees/students and the community at large, Southern University considers the abuse of drugs to be a very serious matter, one that cannot be tolerated in the workplace or classroom. Therefore, it is the policy of Southern University to maintain a drug-free workplace and environment conducive to the learning process. All employees/students are notified that it is unlawful to manufacture, distribute, dispense, possess, or use any illegal drug or alcohol or to abuse a controlled substance in the workplace and classroom or other related areas associated with the learning process, including the dormitories. Such actions are prohibited on all University property and at any other location where employees/students are conducting University business.

B. Definitions

For purposes of this Policy Statement, the following definitions shall apply:

- (1) **Drug** – any substance, other than food, which when inhaled, injected, consumed, or introduced into the body in any manner, alters mood or function;
- (2) **Drug Abuse** – any continuing use of an illegal drug, alcohol, or controlled substance which produces problems for the user, his/her family, or society at large;
- (3) **Unlawful Manufacture** – to plant, cultivate, harvest, process, make, prepare, or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same and includes packaging, repackaging, labeling, and other activities incidental to production.
- (4) **Distribute** – to deal in, ship, transport, or deliver. This does not include administering or dispensing a drug by a person authorized or qualified to do so (i.e., physician, pharmacist, etc.);
- (5) **Dispense** – to sell, leave with, give away, dispose of, or deliver.
- (6) **Possessor Possession** – having control over a thing or substance. Possession may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found.
- (7) **Use** – the taking, partaking, or utilizing of a drug or other controlled substance.
- (8) **Drug Abuse Offense** – corrupting another with drugs, trafficking in drugs, abusing drugs (including abuse of alcohol) possessing drug abuse instruments, permitting a dangerous drug, processing drug documents illegally, abusing harmful intoxicants, or dispensing drug samples illegally; violating any state or federal law that is substantially equivalent to any of the above offenses; violating any state or federal law in which planting, cultivating, harvesting, processing, making, manufacturing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element, or conspiring or attempting to commit any of the above offenses.
- (9) **Controlled Substance** – a drug, compound, mixture, preparation, or other substance as defined in 40:961 to 40:995 Et Self of the Louisiana Revised Code, or as defined by applicable statutes of other states and the Federal government.

- (10) **Reasonable Suspicion** – a belief based on objective and documented facts sufficient to lead a prudent University authorized supervisor to suspect that an employee/student is using drugs or alcohol.

C. Compliance with University Substance Abuse Policy

- (1) All employees/students are expected to abide by the terms of this policy. An employee/student found in violation of this policy shall be subject to appropriate sanctions and penalties. Such penalties and sanctions may include but are not limited to referral to counseling, written or oral reprimands, suspensions with or without pay, or termination, in accordance with the established rights of the employee/student, including the right to due process.
- (2) All employees/students shall as a condition of employment be required to:
 - a) Acknowledge receipt of and abide by the terms of the University's drug-free policy;
 - b) Notify his/her administrative supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. Any employee who fails to report such a substance abuse conviction within five (5) days will be subject to sanctions, up to and including termination of employment.
- (3) Upon receipt of notice under the preceding paragraph or if the University should otherwise receive actual notice of such conviction, the University will notify the granting or contracting agency within ten (10) days after receiving such a notice.
- (4) The principal investigator of any grant, project, or contract from a Federal agency is required to ensure that each employee engaged in the performance of the grant be given a copy of this policy and be required to acknowledge its receipt.
- (5) Any employees/students who are in any way chemically dependents must comply with a University-approved assistance program if the dependency is disclosed. Failure to do so can result in the sanction and penalties described in C.(1).
- (6) No identified employee/student will be allowed on University property and at any other location where employees/students are conducting University business under the influence of drugs, alcohol, or any abused controlled substance (for alcohol use, see Student Alcohol Use).
- (7) Upon receipt of a notice of conviction of an employee for violation of any criminal drug statute, the University, within thirty (30) days of receiving such notice shall:

- a) Take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, per requirements of due process, or;
- b) Require such employee to satisfactorily complete a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

D. Searches and Inspections

The University authorized supervisor has the right to conduct on-the-spot search and inspection of employees/students and their personal effects as described above if said supervisor has a “reasonable suspicion” or that employees/students are in violation of this policy.

E. Drug Testing

Searches and inspections under this policy may also include unannounced Urine Drug Screens. This test may be used under the following circumstances:

- a) For pre-employment examinations;
- b) When an authorized University supervisor has reasonable suspicion or cause that an employee/student is intoxicated, using or under the influence of controlled drugs;
- c) When an employee is found in possession of a suspected controlled substance or a controlled substance is found in an area controlled by the employee/student;
- d) Following a serious accident or incident in which safety precautions were violated, or careless acts were performed.

F. Due Process

If any disciplinary action is taken against an employee/student under this policy, such an employee/student has the right to due process. The Faculty Handbook, Handbook for University Personnel, the Student Handbook, and the collective bargaining agreement list these procedures.

G. Good Faith Effort

The University, in adopting and implementing this policy pursuant to the Drug-Free Work Place Act of 1988, further certifies that it will make a good faith effort to maintain a drug-free workplace and to respect the privacy rights of its employees.

Appendix E

SOUTHERN UNIVERSITY AT SHREVEPORT

CREDIT HOUR POLICY

At Southern University at Shreveport, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one-quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At last, an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

Course requirements shall include at a minimum for the following:

- A minimum of 2,250 minutes per three-semester hour course, which may include final exam time
- A minimum of 15 weeks per semester.

Consistent with and per Federal regulations, a three-hour course at Southern University at Shreveport requires a minimum of 150 minutes of classroom faculty-directed instruction per week for 15 weeks. ***All courses offered on a different schedule or in alternative methods provide the equivalent per credit hour assigned.***

CLOCK HOUR/CREDIT HOUR EQUIVALENCIES

CREDIT HOUR POLICY BY COURSE TYPE		
Course Type	Course Definition	Credit Hour Policy
Lecture	The predominant mode of instruction is lecturing from prepared materials and/or discussion under the direction of the instructor.	A lecture course credit hour is earned for 150-minute weekly session of classroom instruction with a normal expectation of 2 hours of outside study for each class session. Typically, a three-semester credit hour course meets for a total of 2,250 minutes per semester.
Lab	The predominant method of instruction is an individual study in a classroom,	A laboratory course credit hour is awarded for the equivalent of

	laboratory, shop, or studio under the direction of the instructor. This method of instruction includes learning activities in laboratories, clinics, workplaces, where students receive hands-on learning experience under the supervision of the instructor or preceptor.	150 minutes or more with little or no outside preparation expected. A total of 750 minutes per semester of such activity would normally earn one semester credit hour.
Online	A distance education means education that uses certain technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The interaction may be synchronous (student and instructor are in communication at the same time) as asynchronous. The technologies and many include the Internet, audio conferencing, or one way and two-way transmissions through open broadcast, closed circuit, cable microwave, broadband lines, fiber optics, satellite, or wireless communication devices. Source: Federal Student Handbook, August 2015.	For asynchronous courses, one credit hour should approximate a total of 750 minutes of class time a semester and 1500 minutes of class preparation each week for a semester or an equivalent amount of time for a course of a different duration.
Hybrid	Hybrid courses blend face to face and online instruction. These courses spend a portion of course time (generally 50%) in online activities to achieve an equal proportion of the course's overall learning objectives.	The hybrid courses one credit hour should approximate a total of 750 minutes of class time a semester and 1500 minutes of class preparation each week for a semester or an equivalent amount of time for a course or a different duration.
Internships	Supervised professional experience in a student's field of study that provides him/her the opportunity to apply knowledge gained in an academic setting. A required number of hours must be met. There are specific course numbers assigned to internships.	Internship or apprenticeship credit hours will be determined by agreement between the supervising faculty and the internship supervisor, both of whom must judge and certify different aspects of the student's work. An internship or apprenticeship credit hour encompasses three-to-four hours per week of supervised and/or independent practice, reflection, and analysis, which represents between 45 and 60 hours of work per semester. Blocks of 3 credit hours represent between 135 and 180

		total hours of academic work per semester, unless additional hours are required by licensing bodies.
Studio work	A course with primary emphasis on student activity leading to skill development and the enhancement and encouragement of the student's design or performance ability and/or artistic growth. Needed materials, instruments, equipment, and or tools are provided, or recommendations are made for the acquisition. Evaluation of individual learning may include public display of proficiency and/or evaluation by faculty other than the student's instructor.	The visual/performing arts credit hour is calculated according to the federal definition of a "practice credit hour." A practice credit hour encompasses three hours per week of supervised and/or independent practice, which represents 45 hours of work per semester. Blocks of 3 credit hours represent 135 clock hours of academic work per semester.
Clinical Practicum	A class consisting of hands-on application of concepts in a specific course that takes place outside the classroom setting and is supervised by an appropriately credentialed professional. Instruction offered through a combination of class and laboratory meetings would observe the standards in compliance with the individual program accreditation standards based on a "contact-to-credit hour" ratio with a minimum ratio of 1:1. The individual health profession ratios are listed in the chart below.	
Health Profession		Contact-to-Credit Hour Ratio
Dental Hygiene		4:1
Dialysis Technician		1:1
Emergency Medical Technician-Basic		1:1
Health Information Technology		2:1
Medical Coding Specialist		2:1
Medical Laboratory Technology		24:1
Phlebotomy		6:1
Radiology Technology		8:1
Respiratory Therapy		5:1
Surgical Technology		3:1
Sterile Processing		2:1
Nursing		3:1

Approval Process:

Academic Council: Date: _____

Vice Chancellor for Academic _____
and Workforce Development

Approved _____ Chancellor

Date: _____

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. The Title IX Coordinator: Dr. Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318) 670-9201. Section 504 Coordinator: Ms. Jerushka Ellis, Health & Physical Education Complex, Room 314, (318) 670-9367