

The University of Louisiana at Monroe



Faculty Handbook

Prelude

The faculty handbook is designed as a guide for faculty. As a guide this handbook can be used as a first point of contact when a faculty member needs clarifications on policies, procedures and services. The faculty handbook is not a tome of all faculty information. Instead this handbook oftentimes acts only to point the faculty member to the needed information. In this era of Internet-disseminated information, it is hoped that by structuring this handbook in this way, the University can avoid the pitfalls of ambiguous information due to update lag of multiple sources. This document is also designed for use by faculty at all levels from prospective to retiring, in that the information will also range from salary levels to termination procedures. This handbook was also developed with help from departments throughout the University of Louisiana at Monroe community. Thanks for your help and support.

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1. Introduction

The harmonious, effective functioning of an institution depends greatly on all of its personnel knowing and understanding the mission of the institution and the policies, procedures, and guidelines governing its operation. Such knowledge can reduce misunderstanding and confusion. The University of Louisiana at Monroe Faculty Handbook sets forth University policies, procedures, and guidelines. It also articulates the privileges and obligations affecting the status and relationships of professional staff members.

This document is intended to give general guidance. It is, of course, impossible to provide in succinct form a handbook covering every possible exigency. Consequently, when specific examples are given, they are intended to be illustrative only and are not to be considered all inclusive.

The information in this Handbook should be supplemented by relevant information in the current issues of the [University Catalog](#)¹, the [Graduate Catalog](#)², special college and school documents, the [ULM Student Policy Manual](#)³ & [Organizational Handbook](#)⁴, the [ULM Code of Student Conduct](#)⁵; the Rules of the Board of Supervisors for State Colleges and Universities, and the Policies and Procedures Manual of the Louisiana Board of Regents. These documents are available on the [ULM](#)⁶ and [ULS](#)⁷ web sites.

Revision/Maintenance of the Handbook

The contents of this handbook are subject to revision at any time by action of the ULS governing board or appropriate segments of the institution. All changes to the Faculty Handbook should be accepted by both the Faculty Senate and the Provost. The Office of Academic Affairs and the Faculty Senate each keeps an annotated paper copy of the Handbook. The document is maintained using document management software that keeps track of when changes were made and who made them. The two document files are compared once each academic term to assure that they are identical to each other and to the version on the ULM web site.

Any question of error or interpretation should be referred both to the Secretary of the Faculty Senate and to the Provost's Office for clarification and/or resolution.

¹ <http://www.ulm.edu/academics/catalogs/>

² <http://www.ulm.edu/academics/catalogs/>

³ <http://www.ulm.edu/studentpolicy/studentpolicy.pdf>

⁴ <http://www.ulm.edu/studentpolicy/studentpolicy.pdf>

⁵ <http://www.ulm.edu/studentpolicy/studentpolicy.pdf>

⁶ <http://ulm.edu/>

⁷ <http://www.uls.state.la.us/>

2. University

2.1. Vision Statement

Within the decade, The University of Louisiana at Monroe will be recognized as a preeminent student-centered university with learning as its primary goal.

2.1.1. Mission Statement

The University of Louisiana at Monroe (ULM) is a selective admissions, comprehensive senior institution of higher education. It offers high quality academic and professional programs to meet the intellectual, cultural, vocational, social, and personal needs of its students. The University offers both traditional and innovative graduate and undergraduate programs in the Colleges of Arts and Sciences, Business Administration, Education and Human Development, Health Sciences, and Pharmacy.

ULM's mission is to serve its students and community through teaching, research, and service. On a dynamic and diverse campus that is technologically modern and conducive to learning, students are nurtured and encouraged to broaden their values, intellect, interests, talents, and abilities to become thoughtful and productive citizens. ULM also recognizes its responsibility as a community leader and is committed to improving the general quality of life through pure and applied research, clinics, teacher education, and partnerships. A major center for the health sciences, the University provides the public with valuable health-care resources. Recreational opportunities are offered through intramural and intercollegiate athletic programs.

Learning is ULM's main focus. Faculty and staff are committed to offering a complete educational experience. ULM's goal is to produce graduates who will be successful in their chosen fields by promoting excellence in education and stressing social responsibility and individual accountability.

The University serves its students and the community by sponsoring quality research programs and creative activities that promote learning and improve the quality of life. This research includes, but is not limited to, public and scholarly presentations and publications on every level. Such activities give the University a competitive advantage, and each academic department is challenged to be actively engaged in research. Extramural funding and grant writing are valuable kinds of scholarly activity, and ULM supports faculty efforts in securing such research funds.

ULM also serves the community by sharing its expertise and facilities with the public. The region's quality of life is improved through University partnerships and internships with other academic institutions and with both public and private entities. Through its physical and academic resources, ULM serves as a cultural center to promote the area's unique arts, archaeology, history, folk life, and natural sciences.

2.1.2. Core Values

Excellence

Excellence reflects personal expectations and regional, national, and global standards. It is pursued through diligent individual and collective efforts and is achieved by setting the highest goals possible for each individual and not resting until those goals are attained.

Scholarship

Scholarship includes original research, the development of new interpretations, applying knowledge to solve problems, and the sharing of knowledge through teaching. We believe scholarship defines a university's intellectual climate and culture. Students and faculty are encouraged to follow ULM's motto, "Seek the Truth," through scholarly activities.

Diversity

Diversity in academic programs, traditions, experiences, perspectives, opinions, ethnicity, and culture enriches and unifies a university. We celebrate uniqueness in our students, faculty, and staff because diversity expands the opportunity for learning.

Responsibility

Responsibility includes acting morally and ethically, as well as being accountable for one's actions. Students, faculty, and staff have a duty to act with these standards in mind. We also recognize our duty to be thoughtful stewards of those resources entrusted to us.

2.2. The University Organization

Governing Bodies

The governance of the University is coordinated through the efforts of many. What follows is an introduction to the various governing bodies of ULM. The immediate on-site organizational chart of the University appears at the end of this section. The [University of Louisiana System](http://www.uls.state.la.us/)⁸ Board of Supervisors is comprised of sixteen members appointed by the Governor, two from each congressional district, one from the state at large, and one student member. Members serve overlapping terms of six years. The Board has the management responsibility for the University of Louisiana at Monroe, including employment of faculty and other personnel, promotion and dismissal of faculty and staff, and approval of operating and administrative expenditures of funds appropriated by the Legislature.

The on-site governance of ULM occurs through the following officers and offices.

⁸ <http://www.uls.state.la.us/>

2.2.1. President

The President is the chief executive officer of the University responsible to the University of Louisiana System Board of Supervisors for the operation of the University in accordance with general policies established by the Board. The President oversees the academic and administrative areas of the entire University organization.

2.2.2. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs reports directly to the President; serves as the chief representative for the University's teaching, research and service programs; is responsible for developing and articulating, in consultation with the faculty, the University's vision of academic excellence; and executes a variety of other administrative duties as delegated by the President.

After the President, the Provost is recognized as the senior executive officer at the University, the second ranking administrator who acts as the chief administrative officer in the President's absence. The President may delegate authority to the Provost to administer a variety of routine University activities as well as unique assignments of a special nature. The Provost often represents the University to governing agencies, academic organizations at the state and national level, and the public in general.

The Provost and Vice President for Academic Affairs is the chief academic officer of the University. As such, the Provost and Vice President for Academic Affairs is responsible for administration and coordination of all academic activities. The Provost and Vice President for Academic Affairs serves over the Associate Provost, Associate Provost for Enrollment Management, the Director of Graduate Studies and Research, the deans of the five undergraduate colleges, Continuing Education, the Library, and is responsible for publication of University catalogs; calls and presides over meetings of the Council of Academic Deans and the Academic Affairs Executive Council; provides leadership in planning and establishing faculty policies.

2.2.2.1 Associate Provost

The Associate Provost reports to the Provost and Vice President for Academic Affairs. The Associate Provost participates on the Academic Affairs Executive Council and the Council of Academic Deans. Responsibilities include initiatives relating to academic advancement; providing leadership in strategic planning; accrediting; coordinating academic publications, and serving as interim in the Provost's absence.

2.2.2.2 Associate Provost for Enrollment Management

The Associate Provost for Enrollment Management reports to the Provost and Vice President for Academic Affairs. The Associate Provost for Enrollment Management participates on the President's Cabinet and the Academic Affairs Executive Council. Responsibilities include duties related to but not limited to development, management and evaluation of recruitment efforts, coordination of applications and financial aid for students, synchronization of retention endeavors, and coordination with the Registrar, residential life, and housing.

2.2.3. Vice President for Business Affairs

The Vice President for Business Affairs is responsible for the coordination of all administrative functions and reports directly to the President. The Vice President for Business Affairs is recognized as the chief fiscal officer of the University. The Vice President for Business Affairs has responsibility for the Purchasing Department, the Computing Center, the Controller's Office, Budget and Statistics, Auxiliary Enterprises, Graphic and Technical Services, Merchandising and Concessions, Human Resources, and the Physical Plant—including Property Control, Telephone Service, Auto Service, Custodial Service, New Construction, Maintenance, and Grounds.

2.2.4. Vice President for Student Affairs

The Vice President for Student Affairs, who reports directly to the President, provides administrative supervision of student activities and interests on and off campus. The Vice President for Student Affairs is further responsible for Career Services; the Counseling Center, which provides services for all students with academic, personal, social, or physical needs; Student Development (Intramurals and Recreation, Natatorium, Student Activities, Spirit Groups, and Student Organizations); and the University Police.

2.2.5. Vice President for University Advancement and External Affairs

The Vice President for University Advancement and External Affairs reports directly to the President and has responsibility for designing, implementing, and coordinating all university fund raising and external relations programs. The Vice President manages all staff services supporting these efforts through supervision of staff and operations of the offices of Alumni Relations, Development, Public Affairs, the University Conference Center, University Concerts, and External Affairs.

2.2.6. Cabinet

The Cabinet consists of the President, Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, Director of Athletics, the Executive Director of Alumni and Community Relations, the Vice President for Advancement and External Affairs, the Associate Provost for Enrollment Management, the Director of Media Relations, and the Executive Assistant to the President.

2.2.7. Director of Graduate Studies and Research

As Director of Graduate Studies and Research, responsibilities include serving as an ex-officio member of the Graduate and Research Councils, organizing and supervising the Graduate School, recommending graduate policies, supervising graduate students' records, allocating graduate assistantships, certifying degree completions, reviewing and approving admissions, approving degree programs, theses, and dissertations. The Director also serves as Chief Research Officer with responsibility for policies and procedures involving University research, grants, projects, and contracts.

2.2.8. Academic Divisions

The University is organized into five colleges and Graduate Studies and Research. The academic colleges are Arts and Sciences, Business Administration, Education and Human Development, Health Sciences, and Pharmacy.

Each of the colleges has several departments. Three colleges support schools. The College of Arts and Sciences has the School of Visual and Performing Arts, the College of Business Administration has the School of Construction Management, and the College of Health Sciences has the School of Nursing.

2.2.8.1. Deans of the Undergraduate Colleges

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

The dean of each college provides leadership in scholarship, curriculum development, and, with the Provost and Vice President for Academic Affairs and the Vice President for Business Affairs, develops and allocates annual budgets.

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

2.2.8.2. Department Heads/Faculty Chairs/Program Directors

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

The department head/faculty chair/program director directs the purchasing of equipment, textbooks, and other instructional materials. The department head/faculty chair/program director assigns teaching duties, prepares the department schedule of classes, and keeps staff advised of procedures and regulations.

The department head's/faculty chair's/program director's position, depending on the college, may involve maintaining close association with students, recruiting students for

the University and the department, maintaining an advisory system for majors and minors, and keeping up-to-date student files.

The department head/faculty chair/program director may, based on duties assigned by the dean, prepare a department budget for submission to the academic dean. The department head/faculty chair/program director has no budget responsibilities, and with rare exception, there is no office support at the department/academic unit level.

2.2.9. School Directors

The Director of the School of Nursing, the Director of the School of Visual and Performing Arts, and the Director of the School of Construction Management are appointed by the President upon the recommendation of their respective academic dean and the Provost and Vice President for Academic Affairs. The director is responsible to the academic dean for the management, supervision, and improvement of the divisions within their school and to the faculty for representing their needs, suggestions, and accomplishments. The director recommends faculty to the academic dean for employment, salary increases, promotions, separation, and leaves of absence.

The school director prepares the school budget for submission to the academic dean.

2.2.10. Office of Continuing Education

The Office of Continuing Education sponsors all non-credit continuing education offerings not specifically exempted from its control. The Office of Continuing Education is responsible for maintaining a master list of all campus continuing education programs. Members of the faculty and staff are encouraged to work with the Office of Continuing Education to develop their ideas into non-credit course offerings.

2.2.11. Faculty Senate

Senators are elected by the faculty to represent their colleges and the faculty as a whole, in conformance with the [Faculty Senate Constitution and By-laws](#)⁹.

2.2.11.1. Purpose of the Faculty Senate: {as stated on the Faculty Senate Web Site¹⁰}
“The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction; research; faculty status and working conditions; and those aspects of student life that relate to the educational process” (AAUP, [1966 Statement on Government of Colleges and Universities](#)¹¹). The University of Louisiana at Monroe Faculty Senate shall serve as the agency for faculty participation in the government of the University. Accordingly, the Faculty Senate represents and supports the entire faculty. The Faculty Senate shall advise the administration regarding the selection of academic officers, the policies and procedures governing salary

⁹ <http://www.ulm.edu/senate/fsconstitution1.htm>

¹⁰ <http://www.ulm.edu/senate/>

¹¹ <http://www.aaup.org/AAUP/pubsres/policydocs/governancestatement.htm>

determination, and other matters concerning the general welfare of the University, either on its own initiative or upon referral of proposals from others.

2.2.12. University Committees and Councils

University committees and councils may be appointed by the President, the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, or the Vice President for Student Affairs. This document will refer to this individual as the appointing agent. Generally, creation and appointment of University committees and councils are done after consultation with related department heads/faculty chairs/program directors, academic deans, budget unit heads, the Cabinet and/or (in the case of the President) the related vice presidents. These committees and councils aid in the effective operation of the University by studying various issues and recommending changes to, or institution of, policies and procedures. The University Committees are appointed to bring together responsible people selected from the various departments and divisions, including students, for the general good of the University. Each committee has the responsibility of continually reviewing practices and policies in its area of concern, as well as performing specifically designated duties.

In areas traditionally considered to be the purview of the faculty, the Faculty Senate shall create and appoint committee membership in consultation with the Administration.

Decisions made by University Committees shall be regarded as recommendations until approved by the appointing agent and/or the President except in special cases as outlined in the particular committee charters. The format for conducting meetings and for preparing and filing the minutes of the University Committees is outlined below.

University Committee membership shall coincide with the University's academic year. Each committee to retain a core of experienced members from one year to the next defines appointment terms. In the case of standing committees, appointments shall be made by May 1 for terms that start with the next academic year. Ad hoc committees may be developed at anytime and are not bound by this deadline.

2.2.12.1. Duties of Chairs of University Level Committees

- a. Obtain from the previous chair the records of the committee and apprise the committee members of the charter of the committee.
- b. Arrange for meeting times and places, prepare agendas, and call meetings of the committee.
- c. Obtain or arrange for the provision to the committee of data, additional expertise, survey results, and other necessary information, so that the duties of the committee can be efficiently performed.
- d. Prepare or supervise the preparation of an annual report of the activities and recommendations of the committee and forward it to the appointing agent.
- e. Evaluate committee members, and send to appointed agent by April 15.
- f. Maintain a file that includes:
 - i. a statement of the charter of the committee,
 - ii. the approved minutes of each committee meeting,

- iii. the annual report of the committee, and
- iv. documents, correspondence, data and other information that might be of continuing value to the committee.
- g. Forward committee records to the new committee chair when a new committee chair is appointed.

2.2.12.2. University Level Committee Minutes (Preparation, Recording, and Filing)

All committees are expected to keep minutes of all meetings, and these minutes will be made available to all members of the faculty and staff. The minutes will, at a minimum, record all decisions/recommendations made by the committee. The minutes should attempt to portray the tenor of the discussion and the “legislative intent” of the committee.

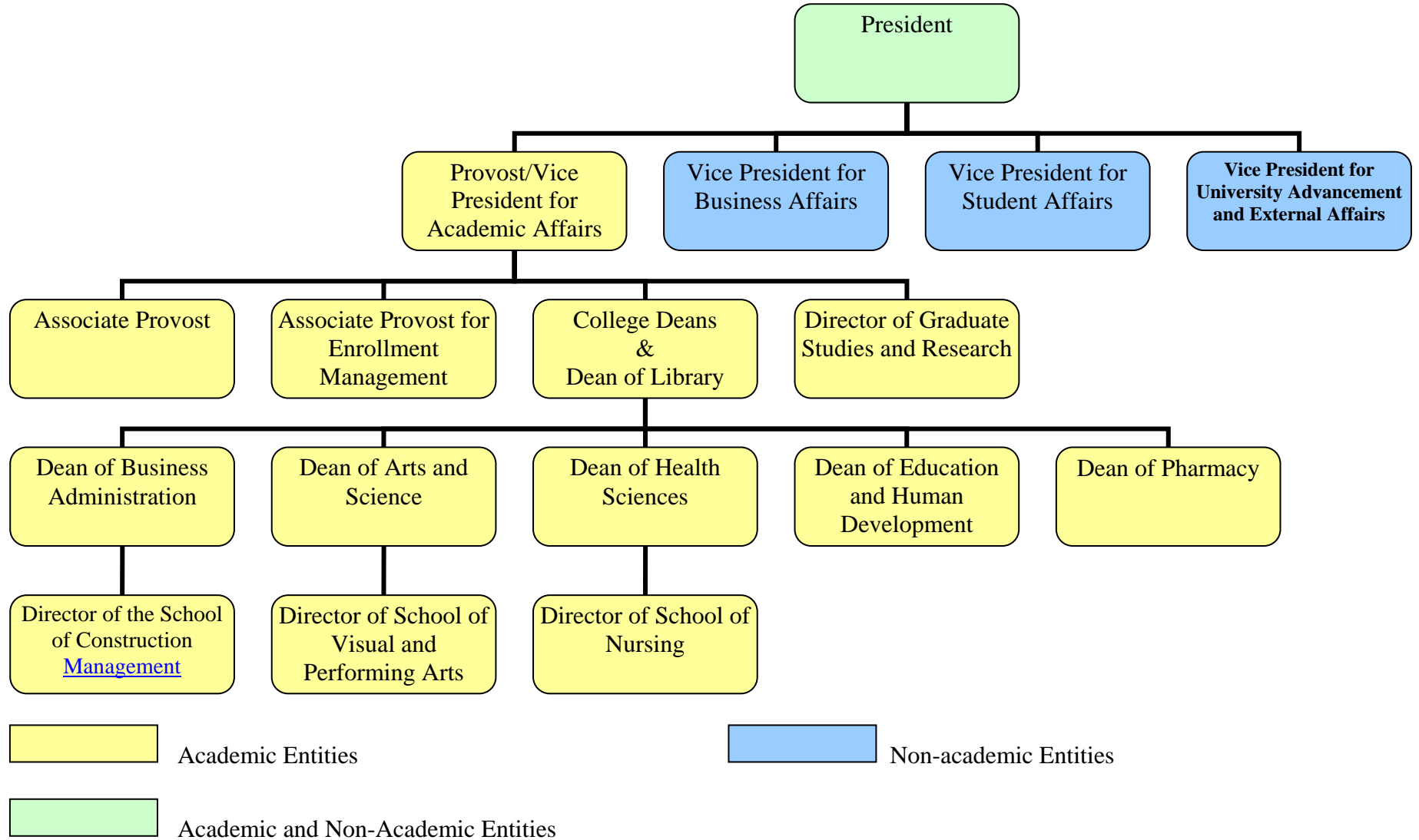
After approval from the committee, an electronic copy of the minutes should be delivered to the appropriate administrative office (President, Vice President, Faculty Senate, etc.). One paper copy delivered to the appointing agent will be initialed or signed by the approving agent and will be housed in the Library/Archives File for use by any faculty or staff member, and a copy will be posted on the University web site for easy access.

Since the committee minutes will be bound and will become a part of the permanent records of the University, it is desirable that all minutes should follow an established form.

Minutes Of the Meeting Of The (full title of committee) at top of the sheet followed by:

- a. the date, hour, and place of meeting,
- b. the name of the presiding officer,
- c. list of members present,
- d. list of members absent,
- e. the minutes of the meeting broken down into numbered paragraphs (1...2...3...etc.),
- f. the name of the chairperson and the signature either of the chairperson or the secretary of the committee, and
- g. a place for the approving agent’s signature.

2.3. Administrative Organizational Chart



3. Faculty Matters

3.1.1. Affirmative Action/Equal Opportunity Policy

The University of Louisiana at Monroe firmly supports the national policy of Affirmative Action/Equal Employment Opportunity as set forth in the University [Equal Employment Opportunity Policy](#)¹². The University policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or status as disabled veterans or veterans of the Vietnam Era. University policy also prohibits sexual harassment in accordance with state and federal law and regulation. Additionally, University policy allows for sick-leave use for maternity reasons and treats such requests in a manner similar to leave requests for a temporary disability. Execution of this policy requires vigorous efforts which the University administration supports.

The University of Louisiana at Monroe policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment, i.e., upgrading, demotion, transfer, promotion, recruitment, advertisement, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and other employment practices. The [Anti-Discrimination and Harassment Policy](#)¹³ is maintained by the Office of Human Resources.

3.1.2. Initial and Continuing Appointment

New appointees are recommended by department, school, or division heads to academic deans, subject to the approval of the Provost and Vice President for Academic Affairs and the President, who recommends prospective faculty members to the University of Louisiana System Board of Supervisors.

Should a tenure track appointment above the rank of instructor be made, it is assumed to be continuous, subject to the regulations of the University of Louisiana System Board of Supervisors, unless the faculty member is notified by the department head/faculty chair/program director and/or academic dean on or before March 1 that the appointment will not be renewed after the spring semester. Appointment above the rank of instructor on a non-tenure track basis may be made subject to the approval of the University of Louisiana System Board of Supervisors. Faculty employed on a non-tenure track appointment may be notified by the department head/faculty chair/program director and/or academic dean on or before March 1, that the appointment will not be renewed after the spring semester (the same as those on tenure track appointments). A faculty member desiring to leave the employment of the University should notify the academic dean in writing no later than March 1.

¹² <http://www.ulm.edu/hr/policies/equalemploymentopportunitypolicy.pdf>

¹³ <http://www.ulm.edu/hr/policies/antidiscriminationharassmentpolicy.pdf>

Terms of temporary and part-time appointments are specified in the appointment letters, are for the period stated in the appointment letters, and require no further notice of termination.

3.1.3. Nepotism

In accordance with the [policy](#)¹⁴ of the University of Louisiana System Board of Supervisors, the University may employ persons from the same economic unit or the same immediate family although a separate economic unit when their individual qualifications are such that they represent the best possible choice for a given position.

In general, employees from the same economic unit or from the same immediate family although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. Exceptions are outlined in ULS policy.

3.1.4. Code of Ethics for Public Employees

A [code of ethics](#)¹⁵ for state officials and employees, which for the first time applied to college and university faculty and administrators, became effective on April 1, 1980.

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

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

3.1.5. Academic Freedom and Professional Responsibility

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

Recognizing the fact that the common good is dependent upon the free search for truth and its free expression, the University endorses the principle that the teacher is entitled to full freedom in research and in the publication of its results, subject to adequate performance of the other academic duties. The University recognizes the right of a faculty member to explore fully within the field of his/her discipline as he/she believes to represent the truth. The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful not to insist upon the adoption by others of any particular point of view as authoritative in controversial issues. Profanity, off-color jokes, and similar forms of vulgarity, as well as racist and sexist comments, will not be tolerated.

¹⁴ http://www.ulsystem.net/site100-01/1001055/docs/chapter_3_9_5_03.pdf

¹⁵ <http://senate.legis.state.la.us/Documents/Constitution/Article10.htm#%A721.%20Code%20of%20Ethics>

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

3.2. Fiscal Information and Fringe Benefits Salary

Direct deposit forms are available in the [payroll department](#)¹⁶. The check stubs can be retrieved online (see [employee self service](#)¹⁷). Information on accessibility and login can also be found on that [website](#)¹⁸ or by contacting the [controller's office](#)¹⁹.

Full-time faculty members employed for nine months may receive their pay on either a nine- or a twelve-month basis. A faculty member who desires the twelve-month pay plan must file a request (form and procedures available in the Payroll Office) by the end of the second week of September. Persons not requesting the twelve-month pay plan will automatically be paid on a nine-month basis unless their contract specifies otherwise.

Before any faculty member can be placed on the University payroll, that person must provide proof of employability, complete a W-4 tax exemption form, an E-2 worker's compensation form, a retirement system form, a drug-free work place acknowledgment form, and any other optional payroll deduction forms. A Form 1-9 must be completed within three working days of the date of employment.

The department head/faculty chair/program director is responsible to ensure that new faculty members have completed the necessary forms and to make sure that the proper forms are completed when employment is terminated. This information is processed by the [Human Resources Department](#)²⁰ and can be found online at <http://www.ulm.edu/hr/forms.html>.

¹⁶ <http://www.ulm.edu/forms>

¹⁷ <https://arrow.ulm.edu/ehomepg.htm>

¹⁸ <https://arrow.ulm.edu/ehomepg.htm>

¹⁹ <http://www.ulm.edu/controller/>

²⁰ <http://www.ulm.edu/hr/>

3.2.1. Overload Pay

“Overload” compensation for courses in excess of the standard load will be dependent upon faculty rank and/or type of course (e.g. FRYs, lecture course, online course, etc).

The standard overload rate is calculated on a 3 contact hour course using the following chart based on rank.

| | |
|--------|---------------------|
| \$2400 | Professor |
| \$2200 | Associate Professor |
| \$2000 | Assistant Professor |
| \$1800 | Instructor |

This schedule will be prorated for courses not providing 3 semester hours of credit. The above schedule will be applied to faculty teaching courses for academic credit. Faculty teaching FRYs 101 as an overload will receive \$1,500 overload for the semester. Summer pay policy is calculated on 7.25% of 9 month pay per 3 contact hour class. This value may not exceed \$3400 for a 3 hour class.

Detailed information concerning forms, payment documentation and benefit options is available through the Human Resources office. Necessary forms and procedures can be found at <http://www.ulm.edu/forms/aa/collegesmanual.pdf> and at the [Human Resources website](#)²¹.

3.2.2. Summer Employment

Because summer enrollment is about one-fourth the fall enrollment, not all faculty members can be employed for the summer session. The first consideration in summer staffing is the need for courses. In deciding who will teach in each department, the department heads/faculty chairs/program directors consider departmental requirements, administrative work which must continue, faculty qualifications, and seniority. If a teacher's class does not develop because of insufficient enrollment, he/she does not have the right to "bump" another teacher whose class has made. Rotational or other systems may be used to guide faculty selection. Faculty members not teaching in the summer are encouraged to broaden their knowledge in their teaching areas.

3.2.3. Outside Employment

It is recognized that the faculty of the University of Louisiana at Monroe is composed of persons with such competence in their fields that their services in a professional capacity will be sought outside the University. Hence, a faculty member may have the opportunity, with prior approval of University authorities, to accept such outside activities as consulting for pay during the months of regular employment.

²¹ <http://ulm.edu/hr/>

A faculty member shall have no interest of any kind, direct or indirect, or engage in any business transaction, or be involved in a personally owned business activity or professional activity, or incur any duty or obligation which is in conflict with the proper discharge of his/her duties as a faculty member. Outside employment should not interfere with normal classroom activities and those other responsibilities expected of faculty members. Therefore, both the amount of time involved and absence from official assigned duties while rendering outside services are of primary concern.

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

[University forms](#)²² are provided for those faculty who desire to engage in outside activities and must be approved by the appropriate department, school, or division head, dean, and vice president each year. Such general approval of this form does not authorize a specific absence from official duties or responsibilities.

Absence from official duties and responsibilities requires specific written approval from the department, school, or division head for each specific occasion. If monies are earned from outside employment, it is University policy that all 12-month employees will take annual leave if monies earned are not returned to the University in any manner and if time required for consulting is during the regular 40-hour work week.

In accordance with Louisiana revised Statutes and policies of the University of Louisiana Board of Supervisors, each full-time employee of the University of Louisiana at Monroe must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. A separate [disclosure form](#)²³ is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. If no outside employment qualifies for disclosure, please fill in Name, Title or Classification, and Department, and state "none" in the blank for Name and Address of Outside Employer or Business.

²² <http://www.ulm.edu/hr/policies/forms/disclosureoutsideemployment.pdf>

²³ <http://www.ulm.edu/hr/policies/forms/disclosureoutsideemployment.pdf>

3.2.4. Criteria, Instruments and Procedures for Determination of Merit Raises

Criteria, instruments and procedures for determination of merit raises for faculty are determined by each college.

Merit increases are intended to reward outstanding individual performance and are, therefore, not universal. They are different from "across-the-board" increases, adjustments to meet market conditions, adjustments to achieve internal equity, and other adjustments.

3.3. Benefits

The University of Louisiana at Monroe has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and help employees plan for retirement, deal with job-related or personal problems, and enhance job-related skills. For complete information regarding benefit programs, please refer to the Human Resources section on the ULM website at <http://www.ulm.edu/hr/>. The following links can be found on the ULM Human Resources website:

3.3.1 Insurance: <http://www.ulm.edu/hr/insurance.html>

3.3.2 Retirement: <http://www.ulm.edu/hr/retirement.html>

3.3.3 General Benefit: <http://www.ulm.edu/hr/benefits.html>

3.3.4. Credit Union

The La Capitol Federal Credit Union is located on campus in University Commons II on Northeast Drive. La Capitol Federal Credit Union provides all types of financial services. Membership is open to faculty and staff. Deposits to \$100,000 are insured by the National Credit Union Administration. For more details on services and contact information examine La Capitol's website at <http://www.lacapfcu.org/>.

3.3.5 Tuition Fee Exemption

Full time faculty or staff members and their dependents may be eligible for tuition exemption. Details and eligibility requirements are posted on line at <http://www.ulm.edu/controller/policies.htm#fswaiver> .

3.4. Leave

3.4.1. Leaves of Absence

The President of the University shall determine whether or not individuals are eligible for leaves of absence, based on the regulations of the Board of Supervisors.

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

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

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

3.4.2. Annual Leave, Faculty Leave, and Holidays

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

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

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

Faculty members employed on a nine-month basis do not earn annual leave; they earn "faculty leave." "Faculty leave" is leave granted in lieu of annual leave to faculty members employed on a nine-month basis. Faculty leave is automatically taken between terms and at holiday periods, as shown in the official University calendar.

All nine-month faculty members follow the holiday schedule listed in the University Catalog.

3.4.3. Sabbatical Leave

Sabbatical leave can be granted only as funds are available.

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

- a. Every faculty member or administrator may be eligible for leave for the purpose of professional or cultural improvement or for the purpose of rest and recuperation for the two semesters immediately following any six (6) or more consecutive fiscal years of active service in the institution where such teacher is employed or for one semester following three (3) or more consecutive fiscal years of such service, provided that absence on sick leave shall not be deemed to interrupt the active service herein provided for. The work is normally to consist of advanced courses in the instructor's teaching field or in a program leading to an advanced degree in that field. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
- b. Faculty members and administrators may be granted leave for the purpose of study or research. In those cases where the faculty member or administrator receives outside compensation for such study or research, such payment is to be approved in writing, in advance, by the President as supportive of the purposes of the leave.
- c. No person whose application for leave has been granted shall be denied such leave. Every application shall specify
 - i. the period for which leave is requested;
 - ii. whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation;
 - iii. the precise manner, insofar as possible, in which such leave, if granted, will be spent;
 - iv. the semesters spent in active service in the institution from which leave is requested; and
 - v. the date of birth of applicant.

Said application shall contain a statement, over the signature of the applicant, that he/she agrees to comply with the provisions of this enactment. Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable. Any applicant who, at the expiration of the semester in which he/she applies, shall be ineligible for the leave requested and/or who has not complied with the provisions listed above shall have his/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' provision: At no time during any semester of the academic year shall the number of persons on leave exceed five percentage of the total number of teachers employed in a given college or ten percent during any summer session—provided further, that in cases of sick leave these percentages may be exceeded.

- d. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved. For those not holding the doctorate, official transcripts must be sent to the appropriate academic dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate dean by the individual and, whenever possible, corroborated by the institution(s) concerned.
- e. The compensation for the period of leave approved shall be at the rate of seventy-five (75%) percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Individuals shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the same times at which salaries of other members of the teaching staff are paid, and in the same manner. Prior approval must be secured from the Board of Supervisors before any replacement is secured for the person granted leave. Institutions should utilize faculties to the fullest extent before requesting such replacements.
- f. Refusal by a faculty member to comply with the provisions of this policy shall result in the forfeiture of tenure and ineligibility for increase of salary and promotion in rank until the requirements have been met.
- g. In accepting a leave of absence with pay, a faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to return to his/her institution for at least one year of further service.
- h. Sabbatical leave shall be granted only with prior Board approval.

3.4.4. Sick Leave

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

Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit for illness or injury, medical, or dental treatment. The minimum charge for sick leave shall be one half hour.

Employees earn sick leave at the rate of 1 day per month for less than three years' service, 1 ¼ days per month for three years but less than five years, 1 ½ days per month

for five years but less than ten years, 1 $\frac{3}{4}$ days per month for ten years but less than fifteen years, and 2 days per month for fifteen years or more.

3.4.4.1. Compensation for Sick Leave

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

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

For periods of one week or less, faculty will continue to cover the classes on a professional-courtesy basis with no additional remuneration.

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

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

"Substitute" and "overload" compensation will be based on the "amount and rank policy" utilized for "overload pay for off-campus classes." Refer to overload pay for rates based on rank and duties.

Actual pay per class, during a summer term or during a regular semester, will be computed by prorating the expected number of class meetings.

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

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

3.4.5. Parental Leave

Parental leave is a right and will be granted upon written request to any female employee who has achieved permanent employment status. It is recognized that different female employees require maternity leaves of varying duration. Therefore, it is necessary that each maternity leave applicant work closely with her supervisor in determining a reasonable period of maternity leave. Consideration must be given to the requirements of the position and to the employee's ability to perform her duties.

The employee may use sick leave for maternity purposes provided the employee has sufficient sick leave credit. The limit to the use of sick leave applies only if a physician certifies inability to return to work. Additional unpaid leave may be granted as provided in the Family and Medical Leave Act policy.

A request for each parental leave by an unclassified employee must be submitted through all channels for approval by the appropriate Vice President. The Family and Medical Leave Act Policy is available in the Office of Human Resources.

3.4.6. Funeral Leave

Faculty may be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Time off shall not exceed two days on any one occasion.

Relatives for purposes of this section include the following:

| | | | |
|---------------|---------------|------------|-------------|
| Mother | Child | Spouse | Father |
| Stepchild | Mother-in-law | Stepmother | Grandchild |
| Father-in-law | Stepfather | Brother | Sister |
| Grandmother | Stepbrother | Stepsister | Grandfather |

3.4.7. Military Leave

Faculty who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, sick leave, or annual 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. Such leaves shall be for periods not to exceed 15 working days in any calendar year.

Faculty who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

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

3.4.8. Family and Medical Leave Policy

The ULM family and medical leave policy is governed by the [Family and Medical Leave Act \(FMLA\)](#)²⁴ and is maintained by Human Resources.

3.5. Non-Tenure Track Appointment

Non-tenure track appointments may be made for a visiting professor or clinical professor at the rank of assistant professor or above, but shall not count as time toward tenure. The rules for appointing a clinical professor can be found in ULS Policy FS-III.X.E-1. Appointment letters in these instances shall clearly state that individuals receiving such non-tenure track appointments shall not be accruing years toward tenure. In the event that a non-tenure track appointment is followed by a tenure track appointment, the time to be used toward tenure shall begin only with the tenure track appointment.

3.6. Part-Time Faculty Employment

Part-time faculty are those non-tenured faculty employed on less than a full time basis. They are contracted for a fixed period of time, and their contract implies no guarantee of future employment. Time spent as part-time faculty will not count toward tenure should a part-time faculty member obtain a tenure track position. The rate of compensation for part-time faculty is determined by their academic dean, with consideration given to their academic credentials, experience, and duties.

Part-time faculty teaching courses for regular credit must meet the same academic, experiential, and professional qualifications as a full-time faculty member. The employment of a part-time faculty member who does not meet these criteria must be justified, in writing, by the department head/faculty chair/program director. In professional or technical fields, where job experience may be more valuable than academic preparation, and in various fields of the visual and performing arts, where training and experience other than graduate study may provide excellent preparation for college teaching, departments may employ part-time faculty who do not hold the terminal degree.

Department heads/Faculty chairs/Program directors assign the duties of part-time faculty and are responsible for their orientation, supervision, and evaluation. Part-time faculty should be evaluated by their department head/faculty chair/program director during their first semester of employment and annually thereafter. A peer review should be included as part of the initial evaluation. Part-time faculty should be evaluated in their assigned responsibilities by the same criteria as apply to full-time faculty.

Part-time faculty are expected to:

- a. Teach and conduct all classes as contracted in accordance with an established syllabus, approved textbooks, and related instructional materials.
- b. Assist and refer students for appropriate academic advisement.

²⁴ <http://www.ulm.edu/hr/policies/familymedleavepolicy.pdf>

- c. Maintain records such as student grade books, student attendance reports, class handouts, and course syllabi as required by the department and college.
- d. Participate in departmental functions, attend college and departmental faculty meetings, and participate in extracurricular activities as required by the department head/faculty chair/program director.
- e. Acknowledge association with the department, college, and university on published works, grant applications, and related activities, as appropriate.
- f. Participate in student evaluations for every contracted class using the same instrumentation as full-time faculty.
- g. Demonstrate a high degree of professional ethics.

3.7. Termination of Employment

A faculty member who is terminating his/her employment shall obtain from his/her department head/faculty chair/program director a "Checkout Form for Terminating Faculty Members" and secure the necessary signatures on the form. The form is left with the faculty member's academic dean after all signatures are secured.

3.7.1. Termination of Faculty Appointments

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

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

3.7.2. Termination of Non-Tenured Faculty

A tenure-track position carries no assurance of re-appointment, promotion or tenure. Re-appointments are made solely at the discretion of the institution. The non-re-appointment of a non-tenured faculty member does not necessarily reflect on the faculty member's work record or behavior.

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

3.7.3. Termination of Service of Tenured Faculty

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

Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the college or university system, deliberate infraction of law or commonly accepted standards of morality, failure to cooperate, neglect of duty, inefficiency, or incompetence. However, action to discharge, terminate, or demote shall

not be arbitrary or capricious, nor shall it infringe upon [academic freedom](#)²⁵. The foregoing enumeration of causes shall not be deemed exclusive.

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

A faculty member may further petition, within 30 days, the University of Louisiana System Board of Supervisors for a review of charges brought against him/her, and no official action shall be taken by the college or university until completion of a hearing by the Board.

Further recourse is available through appropriate court action in due process of law.

3.7.4. Policy Statement for Possible Reduction in Faculty

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

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

- a. Faculty strength must be maintained at a level that will ensure quality in all programs that the University provides. Care must be taken to keep faculty strength at a level that will ensure the continuation of accreditation in accredited programs and gain accreditation where it is not now held.
- b. An adequate level of faculty must be maintained over the period required for the orderly phasing out of any program which is to be terminated. Faculty reduction must be meshed with the diminishing program needs.
- c. Excellence in teaching, research, student counseling, and other related professional activities, as well as unique expertise that is vital to quality programs, must be retained. Professional qualifications of individual faculty members must be given careful consideration.
- d. Faculty tenure status should be properly observed.
- e. Seniority among non-tenured faculty should be given consideration.
- f. The University of Louisiana at Monroe will adhere to procedures established by the Board of Supervisors in their guidelines for retrenchment.

²⁵ <http://www.ulm.edu/facultyhandbook/academicfreedom.html>

4. Services and Privileges

4.1.1. Athletic Tickets

Athletic ticket information, such as prices, location, and payroll deduction, can be obtained from the [Athletic Ticket Office](#)²⁶.

4.1.2. Identification Card

Each faculty member is provided an Identification card at no charge. Cards will be issued through the [Human Resources](#)²⁷ department. Lost or damaged cards may be replaced for a fee. Contact the [Student Activity Control System \(SACS\)](#)²⁸ for details.

4.1.3. Concerts and Events Tickets

University Concerts and Artistic Events bring to the area musical and dramatic cultural programs of the highest professional quality from local and touring companies. The campus is alive with a wide variety of artistic events. For event and ticket information contact the following:

[Northeast Louisiana Arts Council](#)²⁹

[Louisiana Lyric Opera](#)³⁰

[Division of Art – Events](#)³¹

[Division of Theatre and Dance - Performances](#)³²

[Division of Theatre and Dance – Upcoming Events](#)³³

[Division of Music – Coming Events](#)³⁴

4.1.4. Activity Center

The Activity Center at The University of Louisiana at Monroe is one of the finest recreational/fitness facilities in the South. The 5 million dollar student-funded facility opened March 1, 1993. The 88,000 square foot complex houses the administrative, Intramural, Recreational and Wellness offices and includes five multipurpose courts (basketball, volleyball, and badminton); six glass-wall racquetball and volleyball courts; a

²⁶ <http://ulmathletics.cstv.com/tickets/ulm-tickets.html>

²⁷ <http://www.ulm.edu/hr/>

²⁸ <http://www.ulm.edu/sacs/info3.html>

²⁹ <http://www.ulm.edu/~nlac/>

³⁰ <http://www.ulm.edu/lyricopera/>

³¹ <http://www.ulm.edu/art/events.html>

³² <http://www.ulm.edu/dance/performances.html>

³³ <http://www.ulm.edu/theatre/>

³⁴ <http://www.ulm.edu/music/events.html>

2,300 square foot aerobics/dance room; a 4,200 square foot weight room with machines and free weights. Also included in the complex is a cardiovascular/fitness area with stationary bikes, Stairmasters, rowing machines, Nordic track, treadmills and stretching area; an elevated cushioned jogging track (6.5 laps/mile) with pace clocks; men's and women's locker rooms each equipped with sauna and steam room; a lounge area with big screen TV and refreshment center; and a service center for equipment checkout, locker rental, towel service, racquet stringing, and racquetball reservations. Recreational equipment is available at no charge for faculty checkout through the Service Center located in the facility.

The campus also houses the Lake C. Oxford Natatorium. The Lake C. Oxford Natatorium was built in 1976 and renovated in 1996. In October of 2003, a new chlorinating system was installed. In January 2005, a new boiler and air conditioning system were installed. The Natatorium houses two indoor heated pools; one is a 50 meter by 25 yard competition pool and the other is a 25 yard by 12.5 yard diving well. The diving well has 2 one-meter boards and 2 three-meter boards. A sundeck, which overlooks beautiful Bayou DeSiard, has ample deck chairs and tables with umbrellas that are perfect for sunbathing or enjoying a picnic lunch. Members can enjoy swimming, canoeing or paddle-boating down the bayou, or just lounging around our pool deck area.

Details and a complete list of services and fees, including membership through payroll deduction, are online at [Activity Center](#)³⁵ and [Natatorium](#)³⁶.

4.1.5. Library Services

The purpose of the Library, as adopted by the Library Faculty, is to support the teaching, research, and service programs of the University. This shall be accomplished through instruction, networking, and access using the appropriate technology in addition to acquisition, organization and maintenance of necessary information resources. The University library shall also provide the optimum learning environment for its diverse users. Enumeration of services, holdings, times, facilities, fees and resources can be found on the [Library web site](#)³⁷. Faculty members are urged to take advantage of all Library services and to call upon librarians for assistance with both their teaching and research needs.

4.1.6. Mail Service

The University operates a campus mail service with pickups and deliveries made daily at authorized offices. Faculty members are provided with mail boxes located in departmental offices, and special envelopes are available for campus correspondence. Department and University Offices arrange various methods of transporting mail from said offices to the intended faculty recipients, but it should be noted that to assure delivery between your point of origin and your on-campus delivery site, faculty should

³⁵ <http://www.ulm.edu/recserv/>

³⁶ <http://www.ulm.edu/natatorium/>

³⁷ <http://www.ulm.edu/library/>

consider delivering communication personally or faxing where possible. Important mail should be directed to the appropriate Dean's office during the summer due to the absence of many 9-month faculty members.

Off-campus mail is also picked up at authorized locations or may be mailed at the University Postal Services Office located within the Student Union Building.

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

4.1.7. Electronic Mail Services (EMAIL)

All faculty are provided with campus email for professional correspondence. Policies and usage rules are provided by the [computing center](#)³⁸.

4.1.8. Graphic Services

Graphic Services is a well-equipped, professional printing plant geared to servicing the University's printing and bulk-mailing needs as well as offering professional graphic design services. Graphic Services will help you produce a quality publication while working within the limits of your budget and time constraints as well as insuring that the standards set forth in the University's publication-guidelines manual are maintained. The Graphic Services mailing department will help get your publication mailed in the most efficient manner while maintaining U.S. Postal Services regulations; this will insure the fastest delivery of your mail at the most cost-effective postage rate. The [Graphic Services website](#)³⁹ provides a complete list of services and contact information. With approval of your department head/faculty chair/program director, business cards and posters can be obtained.

4.1.9. Computing Center

The [Computing Center](#)⁴⁰ provides on-campus technical support for technology campus wide. The Computing Center is responsible for class management software and management of campus-wide identification, email accounts, networking, computer hardware and software—including integration, maintenance and updating. Requests for maintenance and new project development can be done online. Classroom management software services and other teaching technologies are also provided by this center.

4.1.10. Vehicle Registration and Parking

Vehicles of faculty members must be registered with University Police and decals must be obtained for these vehicles within twenty-four hours after vehicles are brought to the campus. [Vehicle registration](#)⁴¹ is done online. Special parking areas have been designated

³⁸ <http://www.ulm.edu/computingcenter/spockfaq.htm>

³⁹ <http://www.ulm.edu/businessaffairs/graphicservices/>

⁴⁰ <http://www.ulm.edu/computingcenter/welcome.html>

⁴¹ <https://webservices.ulm.edu/police/vehiclereg.php>

for the faculty. The parking areas are outlined on the ULM Traffic and [Parking Regulations](#)⁴² webpage. It is important that campus regulations be studied and observed.

4.1.11. University Relations

[University Relations](#)⁴³ includes the units of media relations, publications, web and photographic services.

Information about the University and its activities should be disseminated to the news media through University Relations. Faculty members should work through their department head/faculty chair/program director to inform University Relations of professional recognition received through publication, research, election to office, or other related activities. Student organizations should also work through the Division for proper release of information to the news media.

4.1.12. Physical Plant

To request routine service or to report non-emergency problems, please use our [Online Service Request Website](#)⁴⁴ 24 hours a day. The [Physical Plant website](#)⁴⁵ gives details of services provided, hours of operation and contact information.

4.1.13. Merchandising

The Warhawk Collection offers a wide selection of ULM clothing as well as souvenirs, gifts, and commemorative items of interest to ULM fans. During basketball games, items may be purchased in Ewing Coliseum. During football games, items may be purchased on Levels 2 and 3 in Malone Stadium. Items may also be purchased during normal business hours through the [University bookstore](#)⁴⁶.

4.1.14. Telephone System

The campus telephone system is owned by The University of Louisiana at Monroe and is maintained by the Telephone Office of the Computing Center. Charges for telephone service, new equipment and special service features may be arranged or discussed with the [Telephone Office](#)⁴⁷. All repair and maintenance of telephone system equipment will be done by personnel from the Telephone Office. No other agent is authorized to do any work on any equipment which is a part of, or connected to, the University telephone system.

Direct access long distance telephone service (1 + dialing) is available at designated faculty and administrative telephones.

⁴² <http://www.ulm.edu/~police/parking/parkpermit.htm>

⁴³ <http://www.ulm.edu/universityrelations/>

⁴⁴ <http://fixx.ulm.edu/>

⁴⁵ <http://www.ulm.edu/physicalplant/>

⁴⁶ <https://ulmbookstore.com/index.html>

⁴⁷ <http://www.ulm.edu/phone/>

Personal emergency long distance calls are to be reported by the department head/faculty chair/program director to the Controller's Office. Individuals will be billed by the Controller for long distance charges for emergency calls.

Direct access long-distance calls made from faculty and administrative telephones are charged to the budget unit designated at the time the telephone is installed. The Controller's Office submits to each Budget Unit Head monthly an itemized list of long-distance charges for each telephone assigned to that department. Department heads/Faculty chairs/Program directors should notify the Telephone Office of any changes in telephone assignments.

All calls made to off-campus phones, both local and long distance, require dialing a 9 as a first digit.

| To reach a telephone: | Dial: |
|-------------------------------------|---------------------------------|
| On campus | Last 4 digits of listed number |
| Local (Monroe) area | 9 + seven-digit number |
| Long Distance (University Business) | 9 + area code + seven digit |
| Other Long Distance | 9 + 0 + area code + seven-digit |
| Fax On campus | Last 4 digits of listed number |
| Fax Off Campus | Appropriate 9+ format |

Since this service results in charges to departmental budgets, the level of service of each assigned telephone line must be approved by Budget Unit Heads.

The [online ULM Telephone Directory](#)⁴⁸ is updated each fall from information provided by budget unit heads. The student information comes from the Student Information System maintained by the Registrar's Office.

⁴⁸ <http://www.ulm.edu/phone/phonedirectory07.pdf>

5. Promotion and Tenure Policies

5.1. Criteria Relating to Faculty Rank

Recommended qualifications for appointment or promotion in faculty rank at The University of Louisiana at Monroe are itemized below:

5.1.1. Group I. Minimum Graduate Study and Experience Requirements.

(Attainment of minimum does not imply promotion.)

- a. Instructor:
 - i. Earned master's (or equivalent or higher) degree in field of specialization.
An Instructor, whose initial full-time appointment began prior to January 1, 1998, may apply for promotion to a vacant Assistant Professor position if he/she meets the criteria for initial appointment at the Assistant Professor rank.
- b. Assistant Professor:
 - i. Earned master's degree in field of specialization plus either three years of appropriate professional experience or one additional year of graduate work in field of specialization, or
 - ii. Earned terminal degree in field of specialization.
- c. Associate Professor:
 - i. Earned master's degree plus one year of additional graduate work in field of specialization and seven years of appropriate professional experience, or
 - ii. Earned terminal degree in field of specialization plus three years of appropriate professional experience.
- d. Professor:
 - i. Earned terminal degree in field of specialization plus ten years of appropriate professional experience.

5.1.2. Group II. Quantitative and Qualitative Qualifications for Promotion

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

- a. Teaching Effectiveness
 - i. Evaluations
 - i) By department head/faculty chair/program director
 - ii) By students
 - ii. Criteria
 - i) Effective classroom performance
 - ii) Ability to motivate students
 - iii) Ability to explain subject matter clearly

- iv) Enthusiasm
- v) Good delivery
- vi) Ability to respond to questions
- vii) Interest in students as individuals
- viii) Ability to utilize acceptable innovativeness
- ix) Maintenance of appropriate decorum
- x) Punctuality in meeting and dismissing class
- xi) Provision for adequate classroom coverage during authorized absences
- iii. Effective student consultation and advising
 - i) Competence
 - ii) Accessibility
 - iii) Willingness
- b. Research and Professional Development
 - i. Publications
 - i) Books or textbooks
 - (1) Sole author of a work which makes a significant contribution to scholarly knowledge
 - (2) Co-author
 - (3) Major contributor (single author of chapter)
 - (4) Editor
 - ii) Articles
 - (1) Refereed
 - (a) Refereed journals or publications
 - (b) Editorial board publications
 - (2) Non-Refereed
 - (a) Symposia and published proceedings
 - (b) Regional journals
 - (c) State and local journals
 - (d) Curriculum guides and other printed materials
 - (e) Reviews
 - (i) Books
 - (ii) Articles
 - ii. Special Research and Publications
 - i) Paintings, sculptures, musical compositions and arrangements, movies, radio-television productions, choreography, and creative literature
 - ii) Technical theater staging, drama, and musical directing
 - iii) Recitals and exhibits
 - iii. Grants and Contracts Funded
 - i) Research grants and contracts (non-University awards)
 - (1) Principal investigator(s)
 - (2) Co-investigator(s)
 - ii) Non-research grants and contracts funded (demonstration or educational types and non-University)
 - (1) Principal investigator(s)
 - (2) Co-investigator(s)
 - iii) University research awards

- (1) Research and Contract Proposals Not Funded (non-University)
 - (a) Principal investigator(s)
 - (b) Co-investigator(s)
- iv. Professional Development
 - i) Program participant
 - (1) Paper presentation
 - (a) National
 - (b) Regional
 - (c) State and local
 - (2) Program chair
 - (a) National
 - (b) Regional
 - (c) State and local
 - (3) Session chair
 - (a) National
 - (b) Regional
 - (c) State and local
 - (4) Panelist or discussant
 - (a) National
 - (b) Regional
 - (c) State and local
 - ii) Officer in professional organizations
 - (1) National
 - (2) Regional
 - (3) State and local
 - iii) Membership in professional organizations
 - (1) National
 - (2) Regional
 - (3) State and local
 - iv) Organizing/Participating in on-campus professional development programs
- c. University and Community Services
 - i. Graduate Committees
 - i) Doctoral
 - (1) Chair
 - (2) Member
 - ii) Specialist
 - (1) Chair
 - (2) Member
 - iii) Master's
 - (1) Chair
 - (2) Member
 - ii. Other Committees
 - i) Standing Committees
 - (1) University chair
 - (2) University member
 - (3) College chair

- (4) College member
- (5) School or departmental chair
- (6) School or departmental member
- ii) Ad hoc University committees
 - (1) Chair
 - (2) Member
- iii) Organizing/Participating in University or College Sponsored Seminars and Workshops for Students, Faculty, and Community Groups
- iv) Advising Campus Student Organizations
- v) University or College Approved Service of an Unusual Nature
- vi) Special Recognition by Professional Organizations for Achievements during the Current Year
- vii) Other

Note: The above criteria are to be administered in the light of these concepts:

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

5.2. Promotions

The procedure to seek promotion discussed below is considered a significant event in the overall process of faculty development. The substantial input of senior faculty to their junior colleagues at this stage should be a natural progression of earlier support and mentoring.

5.2.1. Deadlines

By the second week of September, the faculty member seeking promotion, the department head/faculty chair/program director, or both, should decide upon the possibility of the applicant's applying for promotion so that she or he may begin to gather the appropriate documentation. Additional mentoring by the department head/faculty chair/program director is encouraged at this time. This date is not to be considered a final deadline for initiation of the promotion process.

By the last week of September, the department head/faculty chair/program director will form a Departmental Promotion Committee. Only one promotion committee will be formed in each department. The Committee will elect a chair and a secretary. For purposes of this procedure, departments will be defined as budgetary units. All reasonable security measures will be taken at all levels of the procedure to ensure confidentiality. Additional mentoring by members of the Departmental Promotion Committee is encouraged at this time.

By the first week of February, the faculty applicant for promotion will submit a cover letter, application form, vita and supporting documentation to the department head/faculty chair/program director.

The Office of the Provost and Vice President for Academic Affairs (VPAA) will notify the academic deans and department heads/faculty chairs/program directors of the timetable for the processing of applications for promotion.

5.2.2. Procedure

The Departmental Promotion Committee will consist of faculty with the rank of Associate Professor and above, excluding the department head/faculty chair/program director. Only faculty at or above the rank to which the applicant aspires will consider the applicant for promotion. If the configuration of the department does not allow for this ideal structure, (e.g., no professors in a budget unit that has an applicant for professor), then the department head/faculty chair/program director and department faculty will submit a committee structure plan to the academic dean and the VPAA for approval as an exception to the procedure.

The department head/faculty chair/program director will make appropriate documentation available to the chair of the Departmental Promotion Committee. Copies of the cover letter and vita of the applicant will be made available to all members of the committee. Other appropriate documentation will be available for review in the departmental office and should be reviewed before the committee meets.

The chair of the Departmental Promotion Committee will establish a meeting time for all committee members who are at or above the rank sought by the applicant. Unless the committee has been restructured by the department head/faculty chair/program director, department faculty, dean and the VPAA, the chair and/or secretary who do not hold rank at or above the rank sought by the applicant, will be able to call the meeting but will not actively consider the applicant for promotion. The chair will collect all of the copies of the applicant's vita and cover letter to use at the college meeting. The chair will then submit the committee's recommendation to the department head/faculty chair/program director.

After a review of the documentation, which now includes the Departmental Promotion Committee's recommendation, the department head/faculty chair/program director, who may consult with faculty, will make a recommendation and forward all documents to the dean.

The dean will convene a meeting of the College Promotion Committee, which will consist of the chairs of all of the Departmental Promotion Committees within the College. In the event that a Department Promotion Committee was restructured to allow a chair to serve who is not at or above the rank sought by the applicant, this chair would be allowed to consider the applicant's promotion at the College level. To do otherwise would disenfranchise a department. Except for this exemption, the College committee will follow the procedures as outlined for the department committees. After review of all previous documentation, the committee chair and secretary will add the committee's written recommendation to the material to be forwarded to the dean.

The dean will review all documentation, which now includes the recommendations of (1) the departmental committee, (2) the department head/faculty chair/program director, and (3) the college committee. The dean, who may consult with faculty and the department head/faculty chair/program director, will make a recommendation and forward all documents to the VPAA.

Each dean will meet individually with the VPAA to discuss each applicant from the college.

After reviewing all documentation and recommendations, the VPAA, who may consult with deans, the department head/faculty chair/program director, and/or faculty members, will make a recommendation concerning promotion to the President.

At each level in the promotion procedure the faculty applicant will be informed of the resulting recommendation. At any point in the procedure, the faculty applicant may choose to withdraw the application. At whatever point the applicant's promotion candidacy is effectively stopped, the authority at that level is responsible for communicating to the applicant, the department head/faculty chair/program director, and the dean, the reason(s) for this action.

5.3. Criteria Relating to Graduate Faculty Status

Graduate faculty status is awarded to those members of the faculty holding faculty rank who have been nominated by the appropriate academic department head/faculty chair/program director and approved by the Vice Provost and Dean of Graduate Studies and Research, the Graduate Council, and the Vice President for Academic Affairs.

Initial appointment to the Graduate Faculty shall be for five years, with subsequent review periodically thereafter. There are two types of membership: Member and Associate Member. Qualifications for graduate faculty membership are as follows:

Member—(a) earned terminal degree in field of specialization, (b) evidence of scholarly and professional activities, and "appropriate" graduate teaching and advising experience. A Member is permitted to teach graduate courses, serve as a member of graduate advisory committees, act as a major professor, and direct theses, field studies, and dissertations.

Associate Member—(a) appropriate graduate teaching and advising experience; (b) adjunct and visiting professors, who have records of distinguished service; or faculty members who meet a special departmental or school need, and who are judged by the Graduate Council to be qualified for a special function. An Associate Member may teach graduate level courses and/or may serve as a member of graduate committees. An Associate Member may not direct field studies, theses, or dissertations, and may not serve as a major professor on a graduate advisory committee.

5.4. Faculty Evaluation

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

5.5. Faculty Tenure

The purpose of tenure is to preserve academic freedom and the integrity of the University by protecting the individual faculty member against capricious dismissal or abuse. Job security of the individual is a corollary benefit, but should not be viewed as the primary purpose of tenure. A faculty member who has been awarded tenure and who continues to perform his/her duties effectively can normally expect continuation in this position. However, tenure is not an unconditional guarantee of lifetime employment.

The uniform provisions for tenure provide that the Board of Supervisors has the ultimate responsibility for hiring academic personnel and for awarding or denying tenure to academic personnel within the colleges and universities under the jurisdiction of the Board. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and employee before the appointment is consummated. Generally only those faculty members holding degrees recognized as appropriate terminal degrees will be considered for tenure.

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

- a. Administrators shall not earn tenure, except as members of an academic discipline.
- b. Faculty members at the instructor level shall be on annual appointment.
- c. Faculty members shall not be eligible for tenure at the instructor level.
- d. Assistant professor or equivalent shall be eligible for tenure after serving the established probationary period. Previous years of service at the rank of instructor do not apply toward tenure.
- e. Faculty members initially employed at the rank of associate professor or equivalent shall serve a probationary period of at least one year, but no more than four years.
- f. Faculty members initially employed at the rank of professor or equivalent may be granted tenure upon appointment, or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years.
- g. Faculty members appointed to the rank of professor or associate professor while being paid from a grant or contract for services such as special lecturer, consultant, or

visiting professor may not be granted indeterminate tenure, but may be granted limited tenure, not exceeding the duration of the grant or contract.

- h. Part-time faculty members do not earn credit toward tenure at The University of Louisiana at Monroe.
- i. Individuals whose primary employment responsibility is not in the academic division and who teach no more than five semester credit hours per semester do not earn credit toward tenure.
- j. Temporary faculty members who teach full time for one or more semesters or years and are re-appointed to temporary appointments do not earn credit toward tenure during their temporary appointments.

Full-time academic personnel below the rank of associate professor or equivalent shall serve a probationary period not to exceed seven years of continuous service. During the last year of the probationary period, typically the sixth year of continuous service, a faculty member shall be evaluated for the purpose of determining eligibility for tenure. At the end of the last year of the probationary period, typically the sixth year, the results of each individual's evaluation shall be provided to that individual. In the event tenure is to be denied to an assistant professor, twelve months' written notice of termination shall be given. In the event tenure is to be awarded, affected faculty members shall be informed in writing and tenure will be effective with the next letter of appointment.

- a. For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the ULS Board of Supervisors.
- b. For the purpose of computing continuous service during the maximum seven-year probationary period, leaves approved by the ULS Board of Supervisors shall be included.
- c. Faculty members whose employment in a tenure track position begins before January 1 of a given academic year shall count that entire year toward the total number of probationary years. Those whose employment begins on or after January 1 of a given academic year shall not count that year toward the total number of probationary years.
- d. In exceptional cases, tenure may be recommended for extraordinarily meritorious faculty members prior to completion of the stipulated probationary period.
- e. Recommendation of those to be considered for tenure shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. Final authority for granting or denying tenure rests with the Board of Supervisors.

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

5.6. Tenure

The procedure to seek tenure discussed below is considered a significant event in the overall process of faculty development. The substantial input of senior faculty to their junior colleagues at this stage should be a natural progression of earlier support and mentoring.

5.6.1. Deadlines

Following tenure policies from the Board of Supervisors, the department head/faculty chair/program director will, during the appropriate semester, notify a faculty member of the evaluation for tenure. Additional mentoring by the department head/faculty chair/program director is encouraged at this time.

By the last week of September, the department head/faculty chair/program director will form a Departmental Tenure Committee. Each department will form only one tenure committee. The committee will elect a chair and a secretary. For purposes of this procedure, departments will be defined as budgetary units. All reasonable security measures will be taken at all levels of procedure to ensure confidentiality. Additional mentoring by members of the Departmental Tenure Committee is encouraged at this time.

By the first week of February, the faculty applicant for tenure will submit a cover letter, application form, curriculum vita and supporting documentation to the department head/faculty chair/program director. The Office of the VPAA will notify the academic deans and department head/faculty chair/program director of the timetable for the processing of applications for tenure.

5.7.2. Procedures

The Departmental Tenure Committee will consist of all tenured faculty excluding the department head/faculty chair/program director. If the configuration of the department does not allow for this ideal structure, (e.g., no tenured faculty in a budget unit) then the department head/faculty chair/program director and department faculty will submit a committee structure plan to the academic dean and the VPAA for approval as an exception to the procedure.

The committee will elect a chair and a secretary. The department head/faculty chair/program director will make appropriate documentation available to the chair of the Departmental Tenure Committee. Copies of the cover letter and curriculum vita of the applicant will be made available to all members of the committee. All other documentation will be available for review in the departmental office and should be reviewed before the committee meets.

The chair of the Departmental Tenure Committee will establish a meeting time. The chair will lead the discussion of the applications. The chair and secretary together will prepare the committee's written recommendation, which should be signed by all committee members. The chair will collect all of the copies of the applicant's curriculum vita and

cover letter to use at the college meeting. The chair will then submit the committee's recommendation to the department head/faculty chair/program director.

After review of the documentation, which now includes the Departmental Tenure Committee's recommendation, the department head/faculty chair/program director, who may consult with faculty, will make a recommendation and forward all documents to the dean.

The dean will convene a meeting of the College Tenure Committee which will consist of the chairs of all of the Departmental Tenure Committees within the College. This committee will follow the procedures as outlined for the department committees. After review of all previous documentation, the committee chair and secretary will add the committee's written recommendation to the material to be forwarded to the dean.

The dean will review all documentation, which now includes the recommendations of (1) the departmental committee, (2) the department head/faculty chair/program director, and (3) the college committee. The dean, who may consult with other faculty and the department head/faculty chair/program director, will make a recommendation and forward all documents to the VPAA.

Each dean will meet individually with the VPAA to discuss each applicant from the college.

After reviewing all documentation and recommendations, the VPAA, who may consult with deans, the department head/faculty chair/program director, and/or faculty members, and/or others outside the University, will make a recommendation concerning tenure to the President.

At each level in the tenure procedure the faculty applicant will be informed of the resulting recommendation. At any point in the procedure, the faculty applicant may choose to withdraw the application. At whatever point the applicant's tenure candidacy is effectively stopped, the authority at that level is responsible for communicating to the applicant, the department head/faculty chair/program director, and the dean, the final decision concerning the granting or denial of tenure. No reasons are to be given for this decision.

6. Academic Policies

6.1. Academic Workload Policy

The assignment of a specific academic workload is the responsibility of the department head/faculty chair/program director in consultation with the college dean. Evident from the 1997 Faculty Workload Study conducted by the Faculty Workload Task Force, faculty workload may include classroom, laboratory and/or clinical instruction; student advising and interaction involving special projects, thesis and dissertation committees and independent or directed studies; research, scholarly and creative activities and projects; and University, professional, and community service activities.

The expected teaching assignment for full-time, tenure-track faculty not actively engaged in research is 12 contact hours. For instructors, a 15 contact hour load is expected. The distribution of workload duties varies from one person to another and from semester to semester based upon the mission and specific goals of individual academic units. In consultation with the dean and faculty person, each department head/faculty chair/program director may adjust workload assignments while being consistent with stated departmental goals and faculty plans. Instructional commitments may vary according to course level (upper or lower division undergraduate, graduate, advanced graduate), course format (e.g., practicum, internship, production, performance, workshops), and delivery considerations (seminar, auditorium, distance education). Assigned commitments to research, scholarly, creative, and service activities may also impact academic workload assignments. In some instances, consideration for prescribed accreditation or professional standards may also affect individual academic workload assignments within individual units.

6.2. Academic Misconduct

"Academic Misconduct" is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research. Such acts seriously compromise the integrity of the University and shall be dealt with in a manner which will assure any funding source that any and all extramurally funded research activities conducted at The University of Louisiana at Monroe are always subject to the highest standards of professional ethics.

Policies and procedures are maintained on file in the University Office of Graduate Studies and Research, and for scientific research are closely aligned with the requirements of the [United States Public Health Service guidelines](http://www.hhs.gov/policies/)⁴⁹. Although these policies are primarily aimed at research activities funded by extramural sources, research efforts of faculty and graduate students funded by the University shall be governed by applicable portions of the policies.

⁴⁹ <http://www.hhs.gov/policies/>

Any individual for whom allegations of misconduct are substantiated will be subject to appropriate disciplinary action by the University. This may include termination, if deemed necessary by University officials.

6.3. Teaching Assignments

Teaching assignments are made by administrators of the University and may be changed both within the department, school, or division and across departmental, school, or division lines with the approval of the appropriate administrative supervisors.

6.4. Faculty Absences

Faculty members will not miss classes without prior approval from their academic dean, except for illness or unforeseen emergency.

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

6.5. Academic Responsibilities of Faculty

6.5.1. Examinations, Grading, and Other Academic Regulations

It is the duty of each faculty member to be familiar with the policies and regulations in the [University Catalog](#)⁵⁰, the Faculty Handbook, the [ULM Student Policy Manual](#)⁵¹ and [Organizational Handbook](#)⁵², the ULM [Code of Student Conduct](#)⁵³, and other relevant materials concerning the grading system, the process for student appeals of grades, student class attendance, cheating and plagiarism, and other academic matters.

6.5.2. Course Requirements and Syllabi

Each faculty member is expected to produce a syllabus for each course with clearly defined requirements. The syllabus should be filed with the dean's office and distributed to each student at the beginning of the course. The syllabus should cover such matters as course topics, the number and type of tests, projects, and readings; and other requirements as well as an explanation of the grading system to be used and the policy for making up work. The syllabus should be consistent with the course description given in the University Catalog, should follow College guidelines, should follow the template

⁵⁰ <http://www.ulm.edu/academics/catalogs/>

⁵¹ <http://ulm.edu/studentpolicy/studentpolicy.pdf>

⁵² <http://ulm.edu/studentpolicy/studentpolicy.pdf>

⁵³ <http://ulm.edu/studentpolicy/studentpolicy.pdf>

provided by the University TLRC (link) , and each course syllabus should be accessible online⁵⁴.

6.6. Academic Cheating and Plagiarism

Please refer to the current ULM catalog or the current [ULM Student Policy Manual](#)⁵⁵ and [Organizational Handbook](#)⁵⁶.

6.7. Class Meetings

Classes are to be met and dismissed on time.

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

Class cancellations must be approved by the department head/faculty chair/program director and/or the Dean.

6.8. Class Records

Each faculty member must keep an up-to-date class record book or computerized class record. Faculty who choose to use computerized class records are required to keep an updated printed version.

The names, attendance records, and grades of students shall be recorded in ink in the class record book or maintained in computerized form in such a self-explanatory manner that a third person (perhaps an attorney or a judge) should be able to interpret the records and understand exactly how the final grade was determined. When class record books of full-time faculty members become filled, the books shall be kept in a locked filing cabinet either in the teacher's office or in the department head's/faculty chair's/program director's office for at least as long as a student may appeal a grade. In all cases the faculty member should keep the records for at least one semester. Hard copies of computerized records shall be maintained in a similar fashion. At any time the department head/faculty chair/program director must be able to obtain a class record book from previous years.

Faculty members separating from the University or not teaching during any semester must leave record books and hard copies of class records with their immediate academic supervisor. All part-time faculty members and graduate assistants must leave their record

⁵⁴ <http://www.ulm.edu/tlrc/welcome.html>

⁵⁵ <http://ulm.edu/studentpolicy/studentpolicy.pdf>

⁵⁶ <http://ulm.edu/studentpolicy/studentpolicy.pdf>

books and hard copies in their department head's/faculty chair's/program director's office at the end of each semester or summer term.

6.8.1. Class Attendance and Records

Each faculty member shall take attendance or roll in each class in accordance with the policy established by the University of Louisiana System Board of Supervisors. A copy of the attendance regulations may be found in the University Catalog. Veteran's attendance regulations are included in the Standards of Progress for Veterans. These standards are issued periodically by the Office of Veterans' Affairs, under the direction of the Office of the Registrar. Contact the Office of the Registrar for information on Standards of Progress for Veterans. Students must not be penalized for excused absences.

6.8.2. Authorized Class Absences

Immediately after an authorized trip or activity, the supervising faculty member must send a memo to the Provost and Vice President for Academic Affairs stating the dates and time, the activity, the location, and an alphabetical listing of students participating in the activity.

6.9. Class Discipline Problems

Disruptive, alarming, and/or discipline problems are normally handled by personnel in the Division of Student Affairs and include provision for due process. Please refer to the current ULM [Student Policy Manual](#)⁵⁷ and [Organizational Handbook](#)⁵⁸.

6.10 Makeup Examinations

To derive optimal educational benefits from their collegiate experience, students must attend classes regularly and take examinations on scheduled dates. In the event that students must miss examinations for valid and verifiable reasons, the students shall be given some fair and appropriate means of making up the examinations. The particular means and times for making up these examinations are left to the discretion of the instructor and should be made clear to students orally and in the syllabus.

Students are responsible for all academic work missed during their absences, whatever the reasons. Students will keep their instructors informed about anticipated absences, especially when examinations are scheduled on these dates, and will make prior arrangements with their instructors regarding assignments and examinations in conformity with the instructors' announced policies. In the event of emergency absences, students will initiate such arrangements immediately. Students who miss final examinations for emergency reasons will notify their instructors or their academic dean immediately.

⁵⁷ <http://ulm.edu/studentpolicy/studentpolicy.pdf>

⁵⁸ <http://ulm.edu/studentpolicy/studentpolicy.pdf>

In each instance the instructor is responsible for determining what constitutes "valid and verifiable reasons" and "emergency absences."

6.11. Grading

Grades and the grading process are major components of a university's academic standards. An important professional obligation of a university professor is the determination of grades. Grades accomplish two essential purposes: (1) they communicate to the academic community and to the community at large a certified level of academic achievement, and (2) they provide realistic and reliable feedback for students to use in evaluating individual progress and making decisions about future behavior.

Prerequisites to effective grading are (1) appropriate scope, depth, and degree of difficulty for each course; (2) controls to ensure that students have proper academic qualifications for enrolling in each course; and (3) adequate measures of performance. Taking into account all students who would properly and typically enroll in a given course (not just those in one course), professors assign grades according to the following general guidelines:

A (Excellent)—Performance approaches complete mastery of the course requirements.

B (Good)—Performance is above the level expected from most students, but does not approach complete mastery of the course requirements.

C (Average)—Performance is about the level expected from most students.

D (Below Average)—Performance is at or above the minimum level to pass the course, but does not allow for progression in some programs.

F (Failure)—Performance is below the minimum level to pass the course.

6.11.1. Reporting of Grades

Faculty members must submit mid-semester and final grades to the Registrar's Office on [Arrow](https://arrow.ulm.edu)⁵⁹. Promptness in completing grades will facilitate the compiling of grades in time for students to formulate their future plans.

6.12. Student Appeals Related to Grading and Other Academic Matters

Please refer to the [ULM Student Policy Manual](http://www.ulm.edu/studentpolicy/studentpolicy.pdf)⁶⁰.

6.13. Office Hours

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

⁵⁹ <https://arrow.ulm.edu/afhomepg.htm>

⁶⁰ <http://www.ulm.edu/studentpolicy/studentpolicy.pdf>

Faculty members teaching a full-load should set aside a minimum of ten hours per week for student conferences. The faculty member's office hours and teaching schedule should be posted on his/her door. Office hours should also be available online as part of the faculty member's syllabus.

6.14. Field Trips

Definition of Field Trip

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

- a. Curricular—required as a recurring part of the course requirements.
- b. Co-Curricular—a requirement of a particular course, but not a regularly scheduled field trip.
- c. Extracurricular—of academic value, yet not a specific requirement of a particular course.

Guidelines for Planning Field Trips

- a. The field trip should contribute to the students' academic program.
- b. Field trips should be conducted in such a fashion that distance traveled, time, and expense are minimal to accomplish the objectives of the trip.
- c. Field trips should be evaluated in terms of the impact on the students' total program.
- d. Field trips should be planned and conducted in such a fashion as to enhance the image of the University.
- e. Adequate planning with the agency visited should precede any field trip.

Administrative Procedures Governing Field Trips

- a. Prior approval of a field trip must be obtained from a faculty member's department head/faculty chair/program director and academic dean. The request should be made in writing on an official form and a copy should be submitted to the Director of Student Life.
- b. University transportation should be requested and utilized whenever available. Operation of these vehicles must be in accordance with University policy.
- c. Transportation expenses may be financed from department travel funds, if approved by the department head/faculty chair/program director and dean.
- d. The department head/faculty chair/program director and dean will be responsible for ensuring that travel regulation requirements are met. Please note that students are prohibited from operating University vehicles unless they are employees and certified as university drivers.

6.15. Textbook Selection

Textbooks are generally a valuable and integral part of the course materials. Selection of appropriate textbooks is the responsibility of the instructor of the course or the lead instructor in team-taught courses. Textbook orders for multi-section courses are done by the department head/faculty chair/program director with the input of the faculty. In cases

where a consensus, or clear majority opinion, on the textbook(s) to be selected is not achieved, the immediate academic supervisor serves as arbiter. For details refer to the ULM Policy for Adoption of Textbooks and Course Materials. To order textbooks visit <https://webservices.ulm.edu/textbook>. The website contains directions, procedures and notes on selecting your textbook.

6.16. Guidelines and Procedures for Submitting Undergraduate Curriculum Changes

The procedure for new curricula and changes at the undergraduate level is found on the [Undergraduate Curriculum Committee website](#)⁶¹. Differences to changes at the graduate level are found on the [Graduate Council page](#)⁶².

⁶¹ <http://www.cs.ulm.edu/~ucc/>

⁶² <http://www.ulm.edu/academicaffairs/curreguidelines/gradcouncilformsmenu.html>

7. Other Policies

7.1. Personal Services Policy

The term "personal services," as used in this policy, means personal time expended for compensation and includes payments for salaries and wages, overtime, overload, extra university employment, casual wages, graduate assistantships, and fees for contractual and professional services paid to individuals as part of their university employment.

University policy complies with stipulations of "[The Louisiana Code of Governmental Ethics](#)"⁶³ adopted by the Commission on Ethics for Public Employees. "No public servant shall receive any thing of economic value . . . for the performance of the duties and responsibilities of his office or position." "Thing of economic value" means money or any other thing having economic value" (R.S. [42:1111](#)⁶⁴ and R.S. [42:1115](#)⁶⁵ or www.ethics.state.la.us). Section [42:1102](#)⁶⁶ provides definitions.

University policy requires that all resources, including person-hours, be devoted to University business and not be used for personal gain. No employee will be paid twice for extra services rendered during his/her regular university work schedule unless approved leave time for duplicated hours has been reported to the Payroll Office. The official approving agent for any personal services disbursement is charged with the responsibility of ensuring compliance with this policy in approving payments to subordinates, as well as personal compliance.

All personal services payments to regular university employees (unclassified employees hired by letter of appointment) must be submitted to the Budget Office even though not related to the employee's regular job or position. Classified employees have their own handbook⁶⁷. All payments to individuals who are not University employees (includes casual wages and fees for professional or contractual services) must be submitted through the Controller's Office. Appropriate forms will be provided by the [Payroll Office](#)⁶⁸ and the [Controller's Office](#)⁶⁹, respectively.

Detailed information concerning forms, payment documentation and benefit options is available in the payroll section of the [Controller's Office](#)⁷⁰.

7.2. Travel Policies

[Travel policies](#)⁷¹ and [forms](#)⁷² can be obtained online or by contacting the [Controller's Office](#)⁷³. University vehicle request and usage procedures, policies and the [forms](#)⁷⁴ are online and maintained by the physical plant's automotive services.

⁶³ <http://www.ethics.state.la.us/laws/index.html>

⁶⁴ <http://www.ethics.state.la.us/laws/ethiclaw.pdf>

⁶⁵ <http://www.ethics.state.la.us/laws/ethiclaw.pdf>

⁶⁶ <http://www.ethics.state.la.us/laws/ethiclaw.pdf>

⁶⁷ [Classified employees handbook](#) (<http://www.ulm.edu/hr/classhandbook/>) is maintained by Human Resources.

⁶⁸ <http://www.ulm.edu/controller/payroll/>

⁶⁹ <http://www.ulm.edu/controller/>

⁷⁰ <http://www.ulm.edu/controller/forms/>

7.2.1. Travel and University Vehicle Policies

Faculty members will follow the state rules and regulations for official university travel and should familiarize themselves with [state policies](#)⁷⁵. The University promotes the professional growth which is accomplished by attendance at professional meetings. When available, the University will allocate funds for reimbursing faculty for all or part of the expenses incurred on authorized trips. A [travel authorization form](#)⁷⁶ should be submitted and approved by the budgetary head one week prior to departure.

Travel may be reimbursed from University funds only when it is clearly for the conduct of official University business or in the interest of the University. Each travel-related absence from regular duties must have advance approval by the department, school, or division head regardless of whether the travel is to be reimbursed from University or other funds. Travel to states, nations, or territories outside the continental United States must be approved through University channels by the University of Louisiana System Board of Supervisors' President prior to the time the travel occurs.

Faculty members traveling for professional or University business must make appropriate arrangements acceptable to the department, school, or division head for handling their official duties, particularly teaching responsibilities. Check with the Dean's office to determine if a class coverage form is required. Under normal circumstances, classes should not be canceled or rescheduled.

The University maintains a motor pool to support authorized travel as well as to meet other University transportation requirements. These policies related to travel and to the use of University vehicles have been established in accordance with official state policy promulgated by the Division of Administration (State Travel Office) in Baton Rouge.

7.3. Community Service Speaking Opportunities

University personnel who wish to present programs to organizations in the Monroe area as a public service are encouraged to do so. To facilitate this community service, all personnel wishing to participate are asked to contact the Office of [University Relations](#)⁷⁷ to register their special areas of expertise. University Relations will serve as a clearing house to match requests from the public with persons willing to provide programs. A list of participants can be viewed on the [Speaker Directory website](#)⁷⁸.

⁷¹ <http://www.ulm.edu/controller/policies.htm#travelpolicy>

⁷² <http://www.ulm.edu/forms/#anchor275888>

⁷³ <http://www.ulm.edu/controller/>

⁷⁴ <http://www.ulm.edu/forms/pp/vehiclerequest.pdf>

⁷⁵ <http://www.doa.state.la.us/osp/Travel/TravelOffice.htm>

⁷⁶ <http://www.ulm.edu/forms/co/travelauth0607.xls>

⁷⁷ <http://www.ulm.edu/universityrelations/>

⁷⁸ <http://www.ulm.edu/speakers/>

7.4. Seeking or Holding Public Office

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

Prior to the date of qualification, the employee must notify the President of his/her intention to run for public office.

The employee must continue to teach and perform other duties required of his/her position, including the keeping of required office hours.

If the employee cannot continue teaching and performing the other duties required of his/her position, the employee must take annual leave or leave without pay for the appropriate period of time in accordance with the leave policies of the Board of Supervisors.

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

7.5. Faculty Meetings

Meetings of the faculty may be called by the President as deemed necessary. Each full-time member is expected to attend except for illness or unforeseen emergency. Teaching assistants and part-time faculty members need not attend general faculty meetings.

Academic deans meet regularly with the Provost and Vice President for Academic Affairs. In turn, the academic deans will meet regularly with their department heads/faculty chairs/program directors. The department head/faculty chair/program director holds regular meetings with their faculty members for the purpose of improving instruction, planning departmental procedures, and conducting related professional discussions.

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

7.6. Solicitation and Handling of Private Contributions

In order to coordinate fund-raising efforts on behalf of any University affiliated or supported functions, organizers should obtain prior approval for their activity from the Vice President for University Advancement and External Affairs. All gifts (cash and in-kind), grants from philanthropic foundations, and bequests from private sources intended for the use and benefit of the University of Louisiana at Monroe and its subunits other than the athletic department, are executed through the Office of Development in the Division of University Advancement and External Affairs. These contributions are received, acknowledged, and managed by the University Foundation, Inc., in accordance with the laws of the State of Louisiana and the policies of the University of Louisiana System Board of Supervisors and Louisiana Board of Regents. The Foundation administers the distribution of funding from private sources according to the expressed

wishes of the donor. Complete details of this policy may be obtained in the Office of the Vice President for University Advancement and External Affairs.

7.7. Faculty Appeal Procedure

It is in the best interest of a faculty member and the University to have problems brought into the open and resolved. An effort will be made to resolve these problems as expeditiously as possible. Therefore, if a matter is of significant concern to a faculty member, he/she is urged immediately to seek a resolution of the matter. An appeal must be filed within 90 days of the occurrence or the matter shall no longer be considered eligible for appeal.

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

- a. A faculty member should always discuss a problem first with his/her department head/faculty chair/program director, who has the responsibility of finding solutions to most faculty problems.
- b. To appeal an alleged grievance beyond this first level in the procedure, a faculty member must reduce the matter to writing on a form provided by the department head/faculty chair/program director. The faculty member must state the specific problem, the specific evidence in support of it, and the specific redress requested to resolve it; he/she must date and sign the form. Once stated, the matter cannot be expanded. No attorneys will be permitted to be present for either party at any point in the process except during the hearing with the Faculty Appeals Committee, at which level attorneys are optional and are to serve in an advisory role only.
- c. If a faculty member feels that the department head/faculty chair/program director has not satisfactorily resolved the problem, he/she should indicate his/her desire to consult his/her Academic Dean by submitting to the Dean the written grievance with a request for an appointment.
- d. A faculty member who feels that the problem has not been equitably resolved at the Dean's level may then appeal to the Office of Academic Affairs, by forwarding the written grievance with a request for an appointment.
- e. If a faculty member is still dissatisfied, he/she may then petition the Faculty Appeals Committee through the President of the University for a hearing. Appointed by the President of the University, this Committee, which consists of at least one person from each College and includes at least one department head/faculty chair/program director, and one academic dean, acts as a referral body to hear grievances which have not been previously resolved. Serving as a hearing and recommending body, the Committee reports its findings and recommendations to the President. The Faculty Appeals Committee may deny a hearing if they feel a hearing is not appropriate.
- f. After reviewing the report of the Faculty Appeals Committee, the President will make his/her disposition of the matter and notify the principal parties.
- g. If a faculty member believes that the problem has not been equitably resolved, he/she may appeal to the President.

- h. A faculty member who feels that the problem still has not been equitably resolved may appeal it through the proper channels to the University of Louisiana System Board of Supervisors.
- i. Appeal to the next level must be made within ten working days following a decision or the grievance shall be considered to be withdrawn.

Costs of travel (including witness travel) and attorney fees, if any, will be paid by the respective parties. If the grievant requests a transcript of the Faculty Appeals Committee hearing, all costs will be paid by the grievant.

7.8. Memorandum Approval

Any memorandum to be distributed to all faculty members must be approved through appropriate university channels.

7.9. Clean Air Policy

In compliance with Louisiana state law, smoking is not permitted in auditoriums, classrooms, laboratories, and other instructional support areas.

7.10. Drug-Free Workplace Policy

Policy Statement - The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace at the University of Louisiana at Monroe. Violation of this prohibition will result in appropriate action.

7.11. Drug-Free Awareness Program

Drug abuse in the workplace is dangerous. It is the policy of the University of Louisiana at Monroe to maintain a drug-free workplace. Counseling, rehabilitation, and employee assistance programs are available.

Penalties may be imposed upon employees for drug abuse violations occurring in the workplace.

Appropriate personnel action against an employee, up to and including termination, will be taken for any violation of a criminal drug statute occurring in the workplace; or such employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

7.12. Radiation Safety

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

Any faculty member who desires to use radiation sources for teaching or research must first apply to the Environmental Health and Safety Committee for approval. All orders for radioactive sources must be approved by the Radiation Safety Committee. Additional information may be found in the ULM Radiation Safety Manual, available from the Environmental Health and Safety Committee or by calling 342-1696.

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

7.13. Use and Protection of ULM Resources

The objective of this policy is to set out clearly the responsibilities of all University employees pertaining to University-owned resources. Act 15 of the Louisiana Legislature provides the basis for this policy and requires that state agencies initiate and maintain appropriate control of all state resources.

The University's resources include money, equipment, and other physical properties and the services of its employees during official duty hours. Each employee has the responsibility to protect and use the University properties for University purposes only. The University's resources are not to be used for the benefit of individuals, private organizations, or firms and other enterprises which are not sponsored by the University. The responsibility for movable assets is assigned to each budget unit head. Specific policy and procedures for movable assets may be obtained from the Director of Property Control.

7.14. Student Organizational Activities

To ensure assignment of a reserved meeting place and to avoid conflicts of date and time, all on-campus student organizational activities must be registered and approved through the office of the Director of Student Development. Student organizations planning on-campus activities must complete the "Activity Request Form" signed by the adviser and file these at least two weeks in advance of the planned event. University policy stated on these forms should be rigidly observed.

7.15. Scheduling University Facilities

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

- a. The Office of the Registrar schedules and keeps a record of classes and special events in Sugar Auditorium (Sugar 351), The Harvard Room (Admin. 2-105), Airway Sciences (134), Stubbs (100), most multi-media classrooms, and all regular classrooms and will notify the requesting department by memorandum with a copy to the Office of Student Development when necessary. The Office of Recreational Services, located in the ULM Activity Center, is responsible for reserving University Park, and Activity Center areas. Each department schedules and keeps a record of classes in special purpose rooms (e.g. labs, deans' conference rooms). Publicity must not be released until confirmation of the reservation for the facility requested has been received.

- b. The College of Health Sciences is responsible for scheduling of activities within the Nursing Auditorium. Publicity must not be released until confirmation of the reservation for the facility requested has been received.
- c. The College of Education and Human Development is responsible for scheduling of activities in Strauss Auditorium (Strauss 148) and the computer labs housed in Strauss Hall. Publicity must not be released until confirmation of the reservation for the facility requested has been received.
- d. The School of Visual and Performing Arts schedules and keeps a record of special events in Brown Auditorium and Spyker Theater. Publicity must not be released until confirmation of the reservation for the facility requested has been received.
- e. The Office of Student Services schedules and keeps a record of events that meet in the Student Union Building (SUB) and the Student Center. All events concerning student organizations must be cleared with the Associate Dean of Student Services. This office provides an official notice to the student group concerning clearance of the facility requested.
- f. The University Conference Center, University House, and Anna Gray Noe Alumni Center are reserved through the Division of University Advancement and External Affairs. Both on-campus and off-campus groups should call 342-3624 for information on leasing these facilities.
- g. The Director of Athletics is responsible for the assignment of Malone Stadium, Brown Stadium, Baseball Complex, Fant-Ewing Coliseum, Softball Field, Soccer Field, and Heard Tennis Stadium.
- h. All proposed events involving intercollegiate and interscholastic athletic competition must be cleared with the Director of Athletics.
- i. Requests for facilities must be made in writing by the department head/faculty chair/program director to the appropriate office and must indicate the exact time the facility is desired. If time is needed to prepare for the activity, this time should be included in the request.
- j. Requests for any special equipment for a scheduled event, such as speaker stands, public address systems, and related items, will be referred to the proper authorities.
- k. Off-campus groups who request the use of University facilities, regardless of the facility requested, must have the approval of the Vice President for Student Affairs. Consequently, all such requests are to be referred to the Vice President for Student Affairs. Publicity must not be released until confirmation of the reservation for the facility requested has been received. An off-campus group is notified by the Vice President for Student Affairs or his/her representative concerning the use of the requested facility. A written policy for use of University facilities by off-campus groups is on file in the Office of the Vice President for Student Affairs.

7.16. Lost and Found

A "Lost and Found" station, operated by the University Police, is open 24 hours a day. Any questions concerning "Lost and Found" may be directed to the University police, 605 North McGuire Street , Ext. 5350.

8. Grants and Contracts

To encourage research and other forms of career development by members of the faculty, the [Office of Graduate Studies and Research](#)⁷⁹ (GSR) is available to assist grant and contract proposal writers to obtain information on sources of funding from the various agencies which have funds available.

Functions of the GSR include initiating proposals; disseminating information about Requests for Proposals to faculty and staff; coordinating efforts of faculty in pursuit of grants and contracts; assisting in the procurement of appropriate signatures, releases and assurances; and providing assistance to faculty in grant administration. Prospective grant and contract proposal writers should notify the GSR prior to contacting any funding agency.

In cooperation with the college dean, a faculty member's teaching and service load may be adjusted based upon the time contributed to extramurally funded projects with the expectation that the project reimburses the University for that contribution. The recipient may use a portion of the indirect cost of a project for furthering his/her University associated research activities (e.g., purchase of special supplies and equipment not necessarily directly related to the grant; professional travel; purchase of special books and other publications for the library; and purchase of computer hardware or software for his/her individual use. Such purchases, however, remain the property of the University).

Under certain circumstances and with the approval of the funding agency, department head/faculty chair/program director, dean, and Provost, a faculty member may receive overload pay for participation in a project. Time for which overload pay is received must be outside normal working hours or performed while on annual leave (in the case of twelve-month employees). Maintaining proper time records signed by the faculty member and his/her immediate supervisor is required and is monitored by the ULM Office of Human Resources and the Internal Auditor. The amount of overload pay shall be a percentage of base salary determined by the dean of the college and approved by the Provost and Vice President for Academic Affairs. Salaries earned from a grant or contract are subject to taxes and other withholdings as specified by University guidelines. Amounts requested as personnel services shall be inclusive of benefit costs incurred by the University.

The information below is available for all faculty in the GSR.

8.1. Pre-Award Procedures

All research and project grant or contract proposals by faculty must be reviewed through normal channels before any documents leave the campus. Proposals using animal and/or human subjects are subject to review by the Institutional Animal Care and Use Committee (IACUC) or the [Institutional Review Board](#)⁸⁰ (IRB). Such proposals must be

⁷⁹ <http://www.ulm.edu/gradschool/>

⁸⁰ <http://www.ulm.edu/gradschool/irb.html>

submitted to respective committees for review at least two weeks before the submission date. The final draft of the grant or contract proposal must be submitted for University review at least one week before the submission date if no matching funds are requested, and two weeks prior to the submissions deadline if matching funds are requested. Grant and contract routing forms (available in the GSR office and [website](#)⁸¹, and [ULM forms](#)⁸² page) will be used for this purpose. It is the responsibility of the Project Director to be on campus during the review process and to submit the proposal (certified mail, return receipt, recommended for this process), or hand deliver it to the funding agency.

In case of electronic proposal submission, it is the responsibility of the Project Director to submit the finalized electronic package to GSR at least one week before the submission date. It is recommended that this process be initiated at an early stage of proposal writing to insure a smoother grant-submission process. The Director of Graduate Studies and Research is the Authorized Official Representative (AOR) of the University.

8.1.1. ULM Institutional Animal Care and Use Committee (IACUC)

All research or projects involving the use of vertebrate animals must be reviewed and approved by the Institutional Animal Care and Use Committee. Forms for this review are available in the [GSR office](#)⁸³, and on [ULM forms page](#)⁸⁴. The current ULM DHHS Assurance Identification Number is A3641-01.

8.1.2. Institutional Review Board (IRB)

Any research or project involving human subjects should be reviewed and approved by the Institutional Review Board. Forms for this review are available in the GSR office and [website](#)⁸⁵, and on the [ULM forms page](#)⁸⁶.

8.1.3. Indirect Costs

Indirect costs, also known as Facilities and Administrative (F&A), and overhead costs, are expenses incurred for common or joint objectives. Therefore, they can not be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.

Indirect costs are to be budgeted in all grants and contract applications. The current DHHS negotiated indirect costs rate is 40% of Modified Total Direct Costs (MTDC).

MTDC consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants or subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). MTDC

⁸¹ <http://www.ulm.edu/gradschool/GrantForms.htm>

⁸² <http://www.ulm.edu/forms/#anchor275048>

⁸³ <http://www.ulm.edu/gradschool/>

⁸⁴ <http://www.ulm.edu/forms/>

⁸⁵ <http://www.ulm.edu/gradschool/GrantForms.htm>

⁸⁶ <http://www.ulm.edu/forms/#anchor275048>

excludes equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000. A copy of the current DHHS indirect costs rate agreement is available in the GSR office and [website](#)⁸⁷.

Current University policy is that 50% of the indirect cost is returned to the general fund and 50% to Academic Affairs. Within Academic Affairs, 47% is returned to an account managed by the college and 3% to GSR. The suggested college breakdown is 35% to an account managed by the principal investigator, 7% to the department, and 5% to the dean.

Earned indirect costs are normally returned only from grants and contracts associated with faculty research or similar scholarly activity. The eligibility of a grant or contract for the return of earned indirect costs will be determined by the Provost and the Director of Graduate Studies and Research.

When co-principal investigators are involved in an award, the investigators' dean(s), with input from the Director of Graduate Studies and Research and the investigators, will determine if and how earned indirect cost returns for the principal investigator, department, and dean will be apportioned between the principal investigator, the co-principal investigator(s), and their respective departments and colleges. This allocation plan will be determined prior to the grant or contract being submitted to the funding agency.

Project Directors should receive approval through normal channels before indirect costs are negotiated downward or used as a match.

8.1.4. Cost Sharing or Matching Funds

Some sponsors limit or eliminate the indirect cost rate an institution would ordinarily include in its sponsored projects' budgets. ULM will accept a different rate only when it is a stated policy of the sponsor. In such instances the principal investigator must supply a copy of the written policy to GSR together with the proposal for review.

In rare instances when the benefit of a proposed grant or contract is so great and variance of the indirect costs is the only barrier to an award, it may be possible to accept a lower indirect cost recovery rate. In those instances prior to a grant or contract submission/award, a new rate will be negotiated by the Provost and GSR Director.

Matching funds may be in the form of new cash from the University operating budget, fees collected for the project, or other funds. Matching funds may also include money currently obligated in the University budget, called in-kind contributions.

⁸⁷<http://www.ulm.edu/gradschool/>

Requests for matching University funds must be submitted at least two weeks prior to the proposal deadline using appropriate forms available in the GSR office and [website](#)⁸⁸, and on [ULM forms page](#)⁸⁹. New off-campus cash contributions should be certified by a letterhead memorandum from the contributing agency and included with the final draft of a proposal.

Fees or other funds collected during the period of any project may be used to match grant and contract awards.

In-kind contributions may include a portion of the salaries, wages and fringe benefits of personnel working on a project; materials and supplies; capital outlay; travel and other direct costs. All travel must be paid in accordance with Louisiana's travel regulations found in PPM-49. Project Directors must maintain personnel time sheets; long-distance telephone call slips; travel vouchers; printing, materials and supplies requisitions; capital outlay requisitions; and other corroborating documentation in such a manner as to expedite an audit.

8.1.5. Revision of Grant and Contract Proposals

Any revision of original grant and contract proposals must be reviewed and approved through normal channels before they leave campus. Revisions must be submitted for University review at least one week before the submission date. The same procedure that applies to proposal submissions should be followed in case of project revisions. The latest version of the proposal should be attached for reviewer reference. It is the responsibility of the Project Director to be on campus during the review process and to submit the proposal (certified mail, return receipt, recommended for this process) or hand deliver it to the funding agency, or in case of electronic submission, to ensure GSR has the latest version at least one week before the submission deadline.

8.1.6. Withdrawal of Grant and Contract Proposals

After administrative review, the University may elect to withhold any grant or contract proposal.

8.2. Post-Award Procedures

8.2.1. Grant and Contract Budgets

All new grant and contract budgets must be prepared by the Project Director as approved by the funding agency using ULM Expenditure object codes, as amended, and utilizing a Project Master Budget form with a signed award letter, a signed award contract, entire project proposal, or a photo copy of the award check attached. All budgets are to be reviewed and approved by the Grants and Contracts Officer in the Controller's Office and

⁸⁸ <http://www.ulm.edu/gradschool/>

⁸⁹ <http://www.ulm.edu/forms/>

the Director of Graduate Studies and Research. The Project Master Budget form is available in the GSR office and [website](#)⁹⁰, and on [ULM forms page](#)⁹¹.

8.2.2 Revisions of Grant and Contract Budgets

Any revisions to original grant and contract budgets should be made in a timely manner utilizing a Request for Internal Budget Adjustment form or a Request for Budget Adjustment from Sponsoring Agency form before any charges are made to a new budget category or an old budget category requiring additional funds. Requests must be filed for review with the Grants and Contracts Officer in the Controller's Office. All budget revisions will be approved by the Grants and Contracts Officer in the Controller's Office and the Director of Graduate Studies and Research. The Budget Revision form is available in the GSR office and [website](#)⁹², and on [ULM forms page](#)⁹³.

Unless a budget revision has been approved through normal channels, expenditures should be made only from a budget category approved by the funding agency (e.g., personnel paid from Personal Services, ULM expenditure object code 1000, and not from Professional Services, ULM expenditure object code 5000).

Fees or other funds collected as matching funds should be by check and deposited to the grant and contract account by master budget number and expenditure object code number at ULM's "La Capitol Federal Credit Union." Revenues are not deposited to expenditure accounts. Faculty receiving cash (e.g., from ticket sales) should not hold the cash personally for any reason. If necessary, special arrangements should be made through the Controller's Office for night deposits. Immediately afterward, a budget revision form should be filed with a bank deposit slip attached for the amount received.

8.2.3. Personnel Paid with Grant and Contract Funds

All personnel paid with grant and contract funds should be selected in accordance with the granting agency's policy in effect during the award period and in accordance with current University policy. In a special case where a Project Director should be appointed, a letter of appointment should be prepared by an immediate supervisor. Appointment letters should be accepted by an employee and copies should be retained in the Project Director's file and the grant and contract file in the Office of Graduate Studies and Research. Board of Supervisors' approval is required for each position prior to hiring. The process must be coordinated with the Budget Office.

8.2.4. Payroll Distribution for Personnel Paid with Federal Grant and Contract Funds

For each ULM organizational unit, the distribution of salaries and wages of professorial or professional staff should be based on an after-the-fact activity records method in

⁹⁰ <http://www.ulm.edu/gradschool/GrantForms.htm>

⁹¹ <http://www.ulm.edu/forms/#anchor275048>

⁹² <http://www.ulm.edu/gradschool/>

⁹³ <http://www.ulm.edu/forms/gr/budgetrevision.pdf>

accordance with federal management and budget circulars A-21 and A-110, as amended. Under the after-the-fact activity records method, reports should reflect an after-the-fact distribution of activity extended by each ULM employee involved. This method must reasonably account for one hundred percent of the work for which the ULM employee is compensated and which is required in fulfillment of the employee's obligations to ULM.

Unless a clear case for overload pay (see below) is established, no ULM employee should be paid more than one hundred percent of his/her regular salary or wages from federal grants or contracts. In the case of multiple awards, copies of certifying documents should be maintained in the Project Director's file and in the grant and contract file in the Office of Graduate Studies and Research.

8.2.5. Full-Time Faculty Paid with Grant and Contract Funds

Full-time faculty receiving salary and fringe benefits pay from grants and contracts must be appointed on a payroll action (M) form. The (M) form reflects both salary and benefit information. A vita (for new faculty only), a job description, and an appointment letter (which clearly states the base salary, project salary, term of employment, grant and contract master budget and expenditure object code numbers and the percent of base salary charged to the new grant) must be attached for review and approval through normal channels before any payments are made by the Payroll Office. In the case of multiple grant and contract payments, a sentence should be added to the appointment letter explaining the distribution percentage.

Payroll action forms should be submitted in a timely manner and reviewed and approved through normal channels before any payments are made by the Payroll Office. In this case, grant and contract funds will supplement ULM operating funds and be paid from an ULM expenditure object code corresponding to the line item approved by the funding agency. Current University policy is that full-time faculty members shall not be paid any amount that exceeds 30% of the base salary without approval by the Provost.

8.2.6. Faculty Resignations from Grants and Contracts

A letter of resignation is required in the event that a faculty member elects to resign from a grant or contract position of employment. This document is particularly important in the case of a Project Director because the University must notify the funding agency of the resignation and name the replacement as soon as possible. Copies of resignation letters will be kept in the Project Director's grant file and in the grant and contract file in the Office of Graduate Studies and Research.

8.2.7. Faculty Terminations from Grants and Contracts

Faculty members may be terminated by the University from a grant or contract position of employment if they have violated a sponsoring agency's policies and procedures or any of the University's policies and procedures.

8.2.8. Faculty Purchases with Grant and Contract Funds

Faculty payments for materials and supplies, capital outlays and operating services with grant and contract funds should be processed from within their own budget units (i.e. grant or contract accounts) and in accordance with procedures established by the funding agency, the University Purchasing Department, and the State of Louisiana. Faculty Project Directors must comply with all bid laws governing such purchases.

8.2.9. Inventory of Equipment Purchased with Grant and Contract Funds

All equipment purchased with grant and contract funds must be inventoried by the University Property Control Office. Usually this office will be notified by the University Purchasing Department personnel of any equipment purchases. However, it is the responsibility of the faculty Project Director to make sure that all equipment purchased with grant and contract funds is inventoried within the timeframe established by the Louisiana Office of Property Control.

8.2.10. Equipment Materials and Supplies Obtained Through Grants or Contracts

All equipment, materials, and supplies either purchased or fabricated with grant or contract funds are property of the University. Title to such property is vested in The University of Louisiana at Monroe alone without further obligation to the granting or contracting agency's title, or assumption of title. Title normally vests at the time of acquisition. This policy also applies to equipment, materials, and supplies purchased from University-funded grants and from departmental, school, and college budgets. For further information, the Office of Graduate Studies and Research may be consulted.

8.2.11. Closeout of Grants or Contracts

Upon conclusion of work or research sponsored under a grant or contract, whether such conclusion is brought about by (a) completion of all work, (b) discontinuance of the work by the grantee, (c) expenditure of all funds, (d) decision on the part of the granting or contracting agency not to continue work under the grant or contract, or (e) termination of the employee to whom the grant or contract is assigned, an expeditious effort shall be made by the grantee to close out the grant completely and correctly. Closeout requires, as applicable, submission of the documents and fulfillment of the other obligations stated below:

- a. Final technical report within the time frame of the grant or contract.
- b. Inventory of equipment and property (materials and supplies) acquired with grant or contract funds.
- c. Inventory of equipment and property furnished by the granting or contracting agency.
- d. Final disclosure of inventions report.
- e. Return to the department, school, or college of research notebook or notes connected with the grant or contract.
- f. Certificate of disposition of classified materials in accordance with Section 5(k), (1), and (m) of the Department of Defense Industrial Security Manual.

- g. Cumulative categorical cost expenditure report. A terminating faculty member must comply with this closeout procedure in order to accomplish clearance by the University.

8.2.12. Closing Grant and Contract Accounts

All grant and contract accounts should be closed out at the end of the term stated in the award letter for the project. If a grant or contract is renewed for successive terms, a new budget account must be prepared and a new account number must be assigned after administrative review approval.

8.2.13. Annual Reporting

8.2.13.1. Time and Effort reporting

The federal government requires a time and effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project. All faculty who serve as investigators on sponsored agreements are personally responsible for certifying the amount of effort they and their employees spent on sponsored activities. Currently, the University fulfills the effort reporting requirement through the use of the time and effort form. The University is in the process of developing a web-based effort reporting system to be used by all individuals who work on research grants and contracts to streamline the process and promote increased accuracy, accountability, and compliance with federal regulations.

It is the responsibility of the Project Director to submit signed time and effort reports by the deadline established by GSR each year. This report will accurately reflect the Project Director's and other grant participants' time devoted to the project. It is also the responsibility of the Project Director to collect and submit a signed form by each employee associated with the respective grant or contract to the GSR. The form is available in GSR office and [website](#)⁹⁴, and on [ULM forms](#)⁹⁵ page.

⁹⁴ <http://www.ulm.edu/gradschool/GrantForms.htm>

⁹⁵ <http://www.ulm.edu/forms/#anchor275048>

9. Changes to Faculty Handbook

The Faculty Handbook is the vehicle of communication of policies and procedures relevant to faculty at The University of Louisiana at Monroe. Given that the Faculty Handbook is a document for communication to faculty, it is the responsibility of the Faculty Senate to maintain and oversee the contents of this document. The following procedure keeps this fact in mind.

9.1. Annual Update of the Handbook

Changes to the Faculty Handbook will come in several forms: corrections, inclusion of omissions, updates, and revisions due to University changes in structure, policies, and procedures. The Faculty Senate will review the Handbook and document any needed updates to the Handbook. This review will be completed and a memo sent to the Office of Academic Affairs no later than March 1 each calendar year. The memo will state the needed changes, the reason and justification for the change and be signed by the President of the Faculty Senate. The Provost and Vice President of Academic Affairs will then review the changes and consult with the executive committee of the Faculty Senate, about the adoption of the changes to the Faculty Handbook. After changes have been agreed upon by both the President of the Faculty Senate and the Provost and Vice President of Academic Affairs, the Provost and Vice President for Academic Affairs will oversee that the changes are made to the Handbook and placed in the public distribution of the Handbook. These changes will be completed no later than July 1st each calendar year.

The annual memo of changes to the Faculty Handbook will be sent to the Office of Academic Affairs even if there are no needed changes. This is to ensure that the Handbook is reviewed annually. This will also be done by March 1st each calendar year.

9.2. Correction of Errors

In the case that an error is found in the handbook, the severity of the error will dictate the time frame of the changes. In the case of an error that could cause harm or subjects the University and/or any member of the University (faculty, staff, students, etc.) to litigation or financial hazard, the change will be done immediately. In this case, responsible parties, referring to the Faculty Senate and the Office of the Provost, will be informed, as soon as possible, after the change is made. In the case of errors that cause inconsistencies in the Handbook, perhaps changes in Internet links, changes in titles, changes in University structure, etc., these changes may be updated immediately to insure a clean, crisp document. Again changes should originate from the Faculty Senate and be overseen by the Provost and Vice President of Academic Affairs. In the case of minor changes, these can be done during the annual update of the Handbook. In the case of immediate changes, all responsible parties will be informed of the changes.

To clarify, changes should ideally originate from the Faculty Senate and be overseen by the Provost and Vice President of Academic Affairs. Minor changes can be done during the annual updates of the Handbook, while critical update can occur more immediately with all responsible parties collaborating in the changes.

9.3. Omissions from the Handbook

If a procedure or policy is not present in the Handbook and this procedure or policy is deemed to be a needed part of the Faculty Handbook, the omitted component will be placed in the Handbook during the annual update. Of course, appropriate justification and reason must accompany any addition of new components to the Faculty Handbook. Notification of the need to fill in an omission may come from any member of the University.

9.4. Comments and Feedback Form

Attached to the electronic form of the [Faculty Handbook](#)⁹⁶ is a comments and feedback form. This online form will allow individuals using the Handbook to comment on content contained within the Handbook. These comments will oftentimes be the impetus for changes to the Handbook. The Comments and Feedback Form will produce email comments that will be sent to the President and Secretary of the Faculty Senate, the Provost and Vice President for Academic Affairs, and person(s) assigned to the upkeep of the Faculty Handbook. This form will be considered part of the public distribution of the Handbook and will follow the same update procedures as the Handbook. The only exception to the policy is that of the technology needed to facilitate the electronic form changes; this may be corrected by parties responsible for the maintenance of the Handbook.

⁹⁶ <http://www.ulm.edu/facultyhandbook/>

10. Campus Accident or Health Emergencies

In the event of an accident or illness, immediately notify the University Police (Ext. 5350) and/or the Infirmary (Ext. 5238). These departments normally can determine if the individual needs to be evacuated from the area and by what means. Very often, a trip to the ULM Infirmary will suffice.

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

| | |
|------------------------------------------------------|------------------|
| 1. University Police | Ext. 5350/1-911 |
| 2. Infirmary | Ext. 5238 |
| 3. Ambulance | Dial 1-911 |
| 4. Director of Student Life | Ext. 5230 |
| 5. Department Head/Faculty Chair/Program Director | (Ext. will vary) |

A written accident report should be filed by the appropriate University official who witnesses an accident. Contact University Police for details.