

IV. SECTION IV

INSTRUCTIONAL AND RESEARCH POLICIES

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Academic Freedom

The University of Louisiana at Lafayette subscribes to the joint “1940 Statement of Principles of Academic Freedom” of the Association of American Colleges and the American Association of University Professors. See the AAUP website for the complete text of the document at www.aaup.org.

Faculty members should be cognizant that Academic Freedom implies standards of professional responsibility and limitations as well as freedom from restraint in the pursuit of research and publication, and in classroom teaching.

Policy documents will be issued by appropriate University officials which deal in detail with matters of academic freedom. See Appendix A, Document II “Board of Regents’ Statement on Academic Freedom, Tenure, and Responsibility.”

Class Attendance

Faculty members are expected to attend all meetings of their assigned classes. Faculty who must miss class because of official University travel—travel for a conference presentation, e.g.—must complete and have approved a “Travel Request Form.” Absences for medical reasons should be reported on the University’s “Application for Leave” form.

Rules regarding student class attendance are published in the University’s *Undergraduate Bulletin*. In accordance with University of Louisiana System rules, faculty members shall maintain permanent attendance records for each class. These are subject to inspection by appropriate college and University officials. Faculty members are required to state in writing and explain to students their expectations in regard to class attendance and make-up work due to all absences prior to the close of the drop and add period each semester. The absences of students who miss class while engaged in University-sanctioned activities are excused, and faculty are urged to accommodate those students’ needs to make up missed examinations and other work. See Appendix A, Document XXIII.

Class Field Trips

Faculty members who plan to lead classes on field trips that will require students to be absent from other classes shall, after obtaining approval for such trips from their department head and college dean, submit a list of the names of the students to the Office of the Dean of Students at least four days prior to the trip

so that excuses for the students may be issued to other instructors in advance of the absences. In addition, students who are to miss other classes should be urged to consult in advance with their instructors concerning classwork which will be missed.

Because of the possible legal liability involved, the University has drawn up other procedures for faculty and staff to follow when taking class field trips. A copy of the policy may be obtained from the department head.

Faculty Control of Classes

Classroom disruption and acts of academic dishonesty (cheating and plagiarism) are violations of the *Code of Student Conduct*. Such academic misconduct is determined by the faculty member under whom it occurs. The Office of Student Personnel is available to assist in the handling of all discipline-related cases. All cases of cheating or plagiarism as well as cases of major disruption should be reported to the department head and the Office of Student Personnel. Instructors participate in the determination of sanctions to be imposed on a student found guilty of cheating or plagiarism, both of which the University considers to be serious offenses. The minimum penalty for a student guilty of either dishonest act is a grade of "zero" for the assignment in question. The maximum penalty is dismissal from the University. Faculty members should familiarize themselves with the UL Lafayette *Code of Student Conduct* and Appeal Procedures in order to further understand the University's disciplinary processes and the operations of the Student Discipline Committee. Faculty members who handle cases of academic dishonesty should use the Academic Dishonesty Report form and forward the appropriate copy to the Office of Student Personnel to allow for cross-checking, discovery of repeat offenders, and central record-keeping.

Illness or Injury

Cases of serious student illness or injury on campus should be reported to the University Police, who will initiate appropriate emergency procedures, including calling an ambulance if necessary. The Office of the Dean of Students should also be notified. Similar circumstances involving a faculty or staff member should be handled in the same manner. Illness or injury, on or off campus, of a faculty or staff member which necessitates absence from normal duties should be reported to the department head who will notify the dean of the college.

Classroom Visiting

Privileges

Visitors to the campus may, with the prior written consent of both the Vice President for Academic Affairs, academic dean, and the instructor of the class, visit specific classes in session. Such visitors should, of course, have valid reasons for attending classroom sessions and must refrain from interrupting or otherwise interfering with normal classroom routine.

Visiting Lecturers

An instructor who wishes to invite off-campus lecturers to appear before his/her class should make prior arrangements with the department head at least one week in advance where feasible. If additional information is requested, the instructor should provide in writing to the department head the invited lecturer's name and the subject of the presentation, the class(es) to which the presentation will be made, along with the date(s), time(s), and place(s), of the on-campus lectures.

Faculty sponsors of student organizations are responsible for approving off-campus speakers who appear before such organizations.

Office Hours, Grading and Attendance Policies, Syllabi

Faculty must post and keep office hours. As a rule, faculty who teach a full load of courses should schedule no fewer than ten hours per week for at least three days each week, accommodating students on both the MWF and TTh schedules. Faculty also must distribute their grading policies, attendance policies, and a syllabus in writing to the students within the first week of class for each semester and shall file written syllabi of the courses they are teaching with the department head to be kept on file in the department for at least seven years. Faculty should place their departmental and/or office phone numbers and e-mail addresses on their syllabi. Those who teach only in the evening must advise students how best to contact them outside of class. The practice of posting grades is governed by the provisions of federal law (the "Buckley amendment") protecting individual privacy. In brief, this law requires that faculty eliminate the possibility of one person discovering another person's final grades. Faculty who post grades must use a method that ensures that others cannot discover them. Posting grades by social security number, even a partial social security number, is not appropriate. Faculty who use Blackboard or a comparable course management program may post grades there, as the security of a student's private information is guaranteed.

Registration

Faculty members are to be available during the registration period for consultation with colleagues, administrative officers of the University, and students who need guidance or counseling. An officially approved leave of absence is required when a faculty member must be absent during the registration period.

The term of appointment for faculty members coincides with the University Calendar as listed in the current issue of the University *Bulletin* and includes registration periods.

Testing and Examinations

Faculty give examinations during the semester at their discretion; however, grades are requested for all students enrolled in remedial or 100-level courses as of the end of the fifth week of classes each Fall and Spring semester.

Beginning and ending dates of final examinations can be found in the current *Bulletin* under the heading "University Calendar". A detailed final examination schedule is printed in the "Schedule of Classes Bulletin" distributed during registration and is also distributed to faculty members near the end of each semester. Any deviation from the published examination schedule must have the approval of the department head, the dean of the college, and the Academic Vice President.

The University designates a period before final exams as "Dead Days." "Dead Days" commence on the Wednesday before finals begin and continue through the Sunday before finals. During this time period, no campus organization should schedule official activities or events. Additionally, faculty should not schedule examinations in their classes, except for make-up exams and final exams in laboratory courses which consist of laboratory experience only.

Faculty members must acquaint themselves with the regulations concerning credit examinations in the current issue of the University *Bulletin*.

Teaching Load

The professional staff of the University are employed for full-time service and are expected to give fully of their time and ability. Yet, it is difficult to measure professional performance in terms of objective criteria; consequently, the teaching load, expressed in terms of semester credit hours, will vary from one faculty member to another. Factors that may be considered in determining individual teaching loads are research involvement, laboratory teaching, administrative assignments, professional rank, contact hours, student load, involvement in graduate programs, committee assignments, and other University-related

activities. In assigning teaching loads, the department heads, with the approval of their academic deans and the Academic Vice President, make every effort to adjust the loads to meet the needs of the faculty member, as well as those of the department and the University in order to provide the best possible teaching and research environment. See Appendix A, Document XXI, for additional information regarding faculty workload.

Instructional and Research Policies

The advancement of knowledge through research and scholarship is a primary mission of universities. The Office of the Vice President for Research and Graduate Studies works with the various colleges and departments to promote and encourage basic and applied research. Its responsibilities include administrative support for externally-sponsored research projects, stimulation of technology transfer and other economic development activities, operation of specialized research centers, liaison with federal and state research and development agencies, and support for the institution's graduate programs.

Information about the office and its activities, including policies and procedures related to research administration, are available at www.louisiana.edu/Research/.

The Graduate Faculty

Appointment to the Graduate Faculty recognizes significant scholarly accomplishments and confers on a faculty member the authority to direct theses and dissertations and to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Also, the departmental graduate coordinators must be members of the Graduate Faculty. Such appointments are made by the Graduate Council in accordance with the following policies.

1. The primary criterion for Graduate Faculty membership is a consistent record of significant scholarly activities. Typically, such activities are evidenced by peer-reviewed publications such as papers in strong professional journals or in refereed conference proceedings, books or book chapters by scholarly publishers, or creative works published in appropriate venues. Acknowledging that the nature of scholarly activities recognized within the academic community varies among academic disciplines, the Council is informed in its membership decisions by specific guidelines developed by each academic college and approved by the Council. A faculty member new to the University who has completed a terminal degree within the previous three years is typically awarded an initial appointment.
2. The term of appointment to the Graduate Faculty is five years. The Council may, in unusual circumstances and at its discretion, make an appointment for a shorter term.
3. Applications for Graduate Faculty membership are reviewed by the department head and academic dean, and (independently) by the college's peer review committee. The resulting recommendations are reviewed by the Council's Committee on Graduate Faculty, which in turn makes recommendations to the Council.
4. A faculty member, through the Chair of the Graduate Council, may request that the Council reconsider its initial decision about his or her application for membership. If the Council still denies membership, then an appeal of the Council's final decision may be made in writing to its chairperson. Such an appeal will be heard by a committee consisting of five graduate faculty members, three selected by the Chair of the Council, one selected by the Vice President for Research and Graduate Studies, and one selected by the Vice President for Academic Affairs. The faculty members appointed to the appeals committee shall be from departments other than that of which the appellant is a member, and shall not have participated in any previous review of the application.
5. Additional information, including procedures and deadlines for submitting applications, can be obtained on-line at the Graduate School's home page or from department and college offices.

6. Academic deans and department heads holding faculty rank who are not regular members of the Graduate Faculty are appointed as associate members. Associate membership does not authorize direction of theses or dissertations, or service on student advisory committees.