

# UNIVERSITY OF LOUISIANA AT LAFAYETTE FACULTY HANDBOOK

## Table of Contents

SECTION I .....	History	I
SECTION II .....	Organization	II
Boards Which Govern Higher Education .....	II-2	
Organization of UL Lafayette .....	II-4	
Qualifications of Administrators .....	II-4	
The University Council .....	II-4	
The President .....	II-4	
The Provost and Vice President for Academic Affairs .....	II-4	
The Vice President for Research .....	II-5	
The Vice President for Student Affairs .....	II-5	
The Vice President for Administration and Finance .....	II-5	
The Vice President for University Advancement .....	II-5	
The Vice President for Enrollment Management .....	II-5	
Organization of Academic Affairs .....	II-6	
Academic Deans and Directors of Administrative Units .....	II-6	
Directors of Schools, Department Heads and Coordinators .....	II-6	
Departmental Governance .....	II-6	
Chain of Authority .....	II-6	
Organizational Chart .....	II-7	
SECTION III .....	Fiscal Policies	III
Faculty Salaries .....	III-1	
Payroll Deductions .....	III-1	
Travel Allowances .....	III-1	
University Budget .....	III-2	
Compensation Limitations for Faculty Members and Unclassified Employees .....	III-2	
Academic Year Employees .....	III-3	
Fiscal Year Employees .....	III-3	
SECTION IV .....	Instructional and Research Policies	IV
Academic Freedom .....	IV-1	
Class Attendance .....	IV-1	
Campus Presence .....	IV-2	
Class Field Trips .....	IV-2	
Faculty Control of Classes .....	IV-2	
Illness or Injury .....	IV-2	
Classroom Visiting .....	IV-3	
Privileges .....	IV-3	
Visiting Lecturers .....	IV-3	
Office Hours, Grading and Attendance Policies, Syllabi .....	IV-3	
Registration .....	IV-3	
Testing and Examinations .....	IV-4	
Students with Disabilities .....	IV-4	
Teaching Load .....	IV-4	
Research Policies .....	IV-4	

Proposals and Applications for External Funding .....	IV-5
Consulting on a non-University Research Project .....	IV-6
Application to Institutional Research Review Committees .....	IV-6
The Graduate Faculty .....	IV-6

SECTION V ..... Faculty Personnel Policies V

Appointment to Faculty and Other Academic Staff .....	V-2
Procedures .....	V-2
Appointment Letters .....	V-2
Types of Appointments .....	V-3
Regular Continuing Faculty .....	V-3
Non-tenure track Appointments .....	V-3
Tenure-track (Probationary) Appointments .....	V-3
Tenured Academic Appointments .....	V-3
Special Appointments .....	V-3
Temporary .....	V-3
Adjunct Faculty .....	V-3
Visiting Faculty .....	V-4
Lecturer .....	V-4
Off-Campus Faculty .....	V-4
Research Scientist/Research Associate .....	V-4
Laboratory Assistants (Part-time/Full-time) .....	V-4
Specifications for an “Ideal University Professor” .....	V-5
Teaching .....	V-5
Research and Scholarship .....	V-5
Citizenship and Service .....	V-5
Tenure .....	V-6
Probationary Period .....	V-6
Tenure Evaluation and Notification .....	V-6
The Continuity of Tenure .....	V-7
Promotions .....	V-7
Criteria for Promotion .....	V-7
Instructors .....	V-7
Senior Instructor .....	V-8
Master Instructors .....	V-8
Assistant Professor .....	V-8
Associate Professor .....	V-8
Professor .....	V-8
Procedure for Promotion .....	V-8
Performance Evaluation and Merit Pay .....	V-9
Non-Reappointment .....	V-10
Regular Continuing Faculty .....	V-10
Non-tenure track Appointments .....	V-10
Tenure-track (Probationary) Appointments .....	V-10
Tenured Academic Appointments .....	V-10
Resignations .....	V-11
Other Employment .....	V-11
Summer and Intersession Employment at the University .....	V-11
Outside Employment .....	V-11
Public Office Seeking or Holding .....	V-11
Faculty Responsibilities .....	V-12
Regulations and Policies of University and Governing Boards .....	V-12
Advising .....	V-12
Orientation .....	V-12

Commencement .....	V-12
Classroom Duties .....	V-12
Service on Committees .....	V-13
Accommodations and Amenities .....	V-13
Advanced Study for Faculty on Campus .....	V-13
Leaves .....	V-13
Annual Leave .....	V-13
Civil Leave .....	V-13
Faculty Leave for Official Holidays .....	V-14
Leave Without Pay .....	V-14
Sabbatical Leave .....	V-14
Sick Leave .....	V-14
Sick Leave Earnings in Days .....	V-14
Policy on Utilization of Sick or Annual Leave .....	V-15
Nine-Month Faculty, Staff or Administrators .....	V-15
Twelve-Month Faculty, Staff or Administrators .....	V-15
Military and Defense Leave .....	V-16
Other Leave .....	V-16
Forfeiture of Tenure or Employment .....	V-16
Personnel Records .....	V-17
Other Faculty Amenities .....	V-17
Office Space .....	V-17
Library Privileges .....	V-17
Parking Privileges .....	V-17
Department Mailbox .....	V-17
Telephone Access .....	V-17
Secretarial Assistance .....	V-17
Appropriate Keys .....	V-17
Computer Access .....	V-17
Support Services .....	V-17
Faculty Grievance Procedure .....	V-17
Faculty Meetings .....	V-18

SECTION VI..... Faculty Benefits VI

Introduction .....	VI-1
Credit Union .....	VI-1
Dental Insurance .....	VI-1
Family Leave .....	VI-1
Group Life Insurance .....	VI-2
Group Medical Insurance .....	VI-2
Long Term Disability Insurance .....	VI-2
Professional Insurance .....	VI-2
Retirement System .....	VI-2
Tax-Deferred Annuity Plan .....	VI-3
Tax-Exempt Program .....	VI-3
Tuition Waiver Policy .....	VI-4
Policy for employees .....	VI-4
Policy for spouses and children .....	VI-4
Worker's Compensation .....	VI-5

Section VII..... Educational Services and Other Resources VII

Educational Services .....	VII-1
Center for Gifted Education .....	VII-1
Continuing Education Programs .....	VII-1

Counseling and Testing Center .....	VII-2
Consultation .....	VII-2
Testing Services .....	VII-2
Faculty/Staff Assistance Program (F/SAP) .....	VII-2
Referral Procedures .....	VII-2
Confidentiality .....	VII-2
Honors Program .....	VII-3
Information and Media Networks .....	VII-3
Computing Network Services .....	VII-3
Telephone Services .....	VII-3
A/V Equipment Loan Services .....	VII-3
PC Hardware Support Services .....	VII-4
Video Conferencing/Distance Learning .....	VII-4
Printing Services .....	VII-4
Telephone Operator Services .....	VII-4
New Equipment Ordering .....	VII-4
Scholarships .....	VII-4
Speech, Language, and Hearing Center .....	VII-5
Television Production .....	VII-5
Tutoring Services .....	VII-5
University Computing Support Services .....	VII-5
Other Resources .....	VII-6
Assessment .....	VII-6
Athletics .....	VII-6
Grants and Awards .....	VII-6
KRVS .....	VII-6
Recreation .....	VII-6
Advising Student Organizations .....	VII-7
UL Study Abroad Program .....	VII-7
University Art Museum .....	VII-7
 SECTION VIII .....	 The Libraries VIII
Loan Policy .....	VIII-1
Study Carrels .....	VIII-1
Reserve Desk .....	VIII-1
Library and Research Instruction .....	VIII-2
Online Research Services .....	VIII-2
Ordering Books and Periodicals .....	VIII-2

**APPENDIX A – Policy Documents**

- I Affirmative Action/Equal Employment Opportunity
- II Board of Regents Statement on Academic Freedom, Tenure and Responsibility
- III Computer and Network Policy
- IV AAUP Statement on Professional Ethics
- V Equipment Policies
- VI Legal Obligations of Computer Software Use
- VII University Policy Regarding the Use of University Personnel, Vehicles, Equipment, and Other Property by Members of the University Community
- VIII Remuneration Policy
- IX Guidelines for Appealing Unfair and/or Capricious Final Grades

- X Guidelines for Program Review and Discontinuance
- XI University Policy Regarding Sexual Behavior and Sexual Harassment
- XII University Travel Regulations
- XIII University of Louisiana at Lafayette Intellectual Property Policy
- XIV Policy for Reproducing Copyrighted Material
- XV Alcohol & Drug Policy
- XVI Policy Governing Off-Campus Faculty
- XVII Procedures for Mediation and for Hearings by the Faculty Grievance Committee
- XVIII Procedures for Dismissal for Cause and Imposition of Major Sanctions
- XIX Procedures for Selecting Department Heads
- XX Violence Free Workplace Policy
- XXI Faculty Workload Policy
- XXII Research Integrity Policy
- XXIII Class Attendance Policy
- XXIV Procedure for Selecting Academic Deans
- XXV University of Louisiana System Emeritus Policy
- XXVI AAUP Statement on Recruitment and Resignation of Faculty Members
- XXVII Emergency Evacuation Policy
- XXVIII Health and Safety Policy
- XXIX Smoking Policy
- XXX Discrimination Policy and Procedures
- XXXI Procedures Governing Hearing by the Discrimination and Sexual Harassment Appeals Committees
- XXXII Animal Care and Use Training Policy
- XXXIII Textbook Orders: Policies and Procedures
- XXXIV Family Educational Rights and Privacy Act of 1974
- XXXV Remediation Procedures for UL Lafayette Personnel with Category 5 Merit Evaluations
- XXXVI Goals, Duties, Roles, and Responsibilities of Academic Department Heads
- XXXVII Indirect Cost Policy
- XXXVIII Guidelines for Driving Motor Vehicles on University Business
- XXXIX Policy on Faculty Teaching Qualifications

## **APPENDIX B – Committees**

### **INDEX**

**NOTE:** Copies of the Constitution and By-Laws of the Faculty Senate reside in the Offices of the Provost and Vice President for Academic Affairs (MA 231), in the Archives of Dupré Library, and with the Executive Officer of the Senate. The documents are also available online at [www.louisiana.edu/Faculty/Senate/](http://www.louisiana.edu/Faculty/Senate/).