

September 2003

To: University Staff

This *Staff Handbook* compiles most information you should need as you go about your daily work here at UL Lafayette. It includes information about administrative and academic processes, as well as about personnel matters for both classified and unclassified staff. The last section of the *Handbook* contains University policies of importance to you.

Inevitably, policies and procedures are added, deleted, or changed in any large institution. As this happens, you will receive updates for your *Handbook*, usually in the form of replacement pages.

I sincerely hope that you will find this information helpful in meeting your needs and the needs of the students we serve.

Ray Authement  
President