



Faculty Handbook

LSU Faculty Senate
October 2012

LSU FACULTY HANDBOOK

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GENERAL OVERVIEW

INTRODUCTION

This *Faculty Handbook* is a basic reference concerning policies and procedures, privileges and opportunities, and obligations and responsibilities affecting the faculty of Louisiana State University and Agricultural and Mechanical College. Intended as a convenient guide, this *Handbook* does not contain every policy and has only excerpts from others.

ORGANIZATION OF MANUAL

For ease of use, this *Faculty Handbook* is divided into four major sections: the General Overview, which provides a quick summary of the university's goals and organization; Academic Rights and Responsibilities of faculty; procedures governing Personnel Policies and Benefits, and University Services and Programs. To quickly access one of these major sections, please click on the link provided in the Table of Contents.

Links to further information regarding specific governing bodies, university departments, university services, and procedures have been provided throughout the document. In addition, links to the LSU Faculty Senate, as well as university Policy Statements and Permanent Memoranda that bear on Faculty rights and responsibilities, have been provided in the appendices.

Faculty members may obtain complete information on the following subjects from the actual policy documents located in deans' offices and on the University's computer network:

- [Bylaws and Regulations of the Board of Supervisors](#): comprehensive policies concerning the entire LSU System.
- [Permanent Memoranda \(PMs\)](#): policies concerning the various campuses in the LSU System, issued by the Office of the President.
- [Policy Statements \(PSs\)](#): the official governance documents for the University administration and faculty, issued by the Office of the Chancellor.
- [LSU General Catalog](#): policies and descriptions concerning the University's structure and academic programs.
- [Graduate Bulletin](#): policies and programs of the Graduate School.
- [Code of Student Conduct](#): issued by the Office of Student Services.

- [Finance and Administrative Services Policies and Procedures](#): policies governing the conduct of University business activities, issued by the Office of Finance and Administrative Services.
- [Human Resource Management](#): current news and information concerning policies and employee benefits and rights, maintained by the Office of Human Resource Management.

Faculty can also browse [LSU A-Z](#), an alphabetical directory of Web sites on lsu.edu. Use the interactive alphabet to quickly access that letter's portion of the directory.

Information contained in this *Handbook* does not create any contractual rights for University employees beyond those rights already existing under individual contracts and under federal and state law. The *Constitution* and *Bylaws* of the Faculty Senate are provided in an appendix for the convenience of the faculty and neither create nor imply any contractual obligations between the University and any of its employees.

The misapplication or failure to follow any specific provision in this *Handbook* should not be grounds for setting aside or modifying any employment decision when it has been determined by appropriate administrative authority that the decision was fairly made and in the best interest of the University. Because the University is the initiator of change and is also subject to various external legal and regulatory forces requiring change, the information in this *Handbook* will be revised as the University determines that conditions warrant.

This *Faculty Handbook* was compiled and edited by the Office of Faculty Senate.

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FLAGSHIP AGENDA

The National Flagship Agenda is a plan to bring LSU to a new level of excellence. It focuses on action steps that increase research and scholarly productivity and the quality and competitiveness of our graduate and undergraduate students. The outcomes are designed to place LSU in a position to compete on all levels with the finest public universities in the country. As a national flagship institution, LSU will advance knowledge and intellectual inquiry by promoting groundbreaking research; produce enlightened citizens by fostering critical thinking, ethical reflection, historical

understanding, and cultural appreciation; enhance Louisiana by converting scientific and technological discoveries into new products and processes, by preparing an informed and creative labor force, and by applying university resources to solve economic, environmental, and educational challenges. For further information on the Flagship Agenda, click [here](#).

COMMITMENT TO COMMUNITY

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment. It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates. To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community;
- and use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

For further information on LSU's commitment to community, click [here](#).

GOVERNANCE AND ORGANIZATIONAL STRUCTURE

LSU is governed by numerous entities from the state level.

The LSU System is a wide-ranging enterprise that includes institutions, facilities and programs in each of Louisiana's 64 parishes. Its campuses stretch the length of the state from New Orleans to Shreveport.

Each institution within the LSU System plays a vital role in preparing students to incorporate new knowledge and new technologies into their daily lives. For more information, visit the [LSU System website](#).

Louisiana Constitution authorizes the Board of Regents to plan, coordinate, and have budgetary responsibility for Louisiana's public higher education community. For more information, visit the [Board of Regents website](#).

Under the leadership of the Executive Vice Chancellor and Provost, the Office of Academic Affairs oversees the operation of the University's colleges and schools, academic planning and programs, budgets, facilities planning and construction, and personnel. For more information, visit the [Office of Academic Affairs website](#).

The Faculty Senate is a major institutional component of shared governance at LSU. This body represents the interests of the faculty on academic matters such as educational policy, faculty policies, standards of instruction, and curricula and degree requirements.

The Faculty Senate is an elected body representing the faculty in the colleges and schools of LSU. For every 25 full-time faculty, a college or school is awarded one senate seat. Senators are elected to three-year terms. The Faculty Senate meets monthly during the academic year. For more information, visit the [Faculty Senate website](#).

For a breakdown of organizational structure at LSU's Baton Rouge campus, click [here](#).

FACULTY

GENERAL OVERVIEW OF FACULTY RESPONSIBILITIES

Brief summaries for some of these responsibilities are contained in the Academic Rights and Responsibilities section of this manual. For more detailed information, faculty should refer to the Permanent Memoranda and Policy Statements, which can be accessed in the appendices of this document.

Faculty members of a comprehensive research university have multiple responsibilities. They are primarily scholars who strive to learn and to teach. They are counselors, role models, tutors, and guides. They are officers of the University who share

responsibility for that institution's accomplishing its purposes and achieving its goals. They are, in some respects, officers of state government with special obligations attendant upon that status; they must exercise wisdom and fairness in dealing with other people, particularly with students in their charge. They must be knowledgeable and well-informed, not only in their academic disciplines but also as professional educators. They must keep abreast of developments in educational law and related legislation.

FACULTY RANKS

The faculty of each college or of each school not within a college, except the Graduate School, consists of all members of the academic staff having the rank of instructor or higher (or equivalent rank) who are appointed full-time and whose appointment, in part or in whole, is in that particular college or school.

Part-time members of the faculty may be enfranchised as a class to the degree deemed appropriate by the faculty of the college or school.

The faculty of each college or school shall define and recommend degree programs for units under its jurisdiction and shall recommend candidates for degrees.

The departmental faculty has jurisdiction over matters concerning departmental educational policies, insofar as these do not conflict with the policies of other departments or with the rules and regulations of its own college or school or of the University. Full-time faculty hold the ranks of instructor, assistant professor, associate professor, and professor.

These ranks are defined in PM-23, *Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff*. In addition, a chart of academic ranks and their equivalents is contained in the *Bylaws and Regulations of the Board of Supervisors*, Chapter II, Section 2-6.

GRADUATE FACULTY

The *graduate faculty* consists of those members of the teaching and research faculties who have been so designated by the Chancellor, upon recommendation of the Graduate Council acting on appropriate nominations. Such designations provide for classification as Members, associate members, or affiliate members, according to their

qualifications and experience. (*The term, "Member," when capitalized, denotes a full member of the graduate faculty.*) Faculty members who hold the rank of adjunct professor, adjunct associate professor, or adjunct assistant professor in a department offering work for graduate credit are eligible for graduate faculty status as full Members or associate members, depending upon their qualifications.

Qualifications for Appointment

Procedures and qualifications for appointment to the Graduate Faculty are under revision and will be posted when ready.

Privileges and Responsibilities

Full Member:

Members determine policies of the Graduate School, engage in all graduate education activities, and nominate faculty for membership on the graduate faculty. Doctoral general and final examination committees must include two full Members of the graduate faculty, including one from the major department.

Associate Member:

Associate members may engage in all graduate education activities. They may chair a thesis committee if that committee includes at least one full Member of the graduate faculty from the major department. They may chair a dissertation committee if that committee includes at least one full Member of the graduate faculty from the major department.

Affiliate/Ex Officio Member:

Affiliate members and Ex Officio members may serve as members of thesis, dissertation, and examination committees but may not normally chair one of these committees or determine policies of the graduate faculty. Affiliate members who have a continuing and particularly close association with a graduate instructional program may, at the special request of the department, be given permission to chair committees.

The authority to appoint members of the graduate faculty is assigned to the Chancellor by the *Bylaws and Regulations of the Board of Supervisors* and that authority is delegated to the Vice-Provost and Graduate Dean, who appoints individuals to the graduate faculty with the advice of the Graduate Council.

If the department chair and/or the departmental faculty fail to recommend one of their faculty for membership on the graduate faculty, that faculty member has the right to present nomination papers directly to the Graduate Council for its consideration. It is the policy of the Graduate School that only persons appointed to the graduate faculty may teach graduate credit courses and serve on graduate student advisory committees; and normally, only associate and full Members may direct theses and dissertations. Only full Members may participate in the determination of the policies of the Graduate School, according to procedures determined by the graduate faculty.

FACULTY GOVERNANCE

FACULTY AUTHORITY

Authority to determine the educational policy of LSU and its colleges, schools, and departments and is delegated to the faculty by the Board of Supervisors. The faculty exercises this authority by deliberative action in the several units and divisions of the University. For more information, see the [Faculty Senate Constitution](#).

FACULTY COUNCIL

The *Faculty Council* consists of all full-time members of the academic staff having the rank of instructor or higher, or equivalent rank, and members of the Executive Council. Members of the Executive Council who do not hold academic rank are nonvoting members of the Faculty Council. As a class, part-time members of the academic staff, holding the rank of instructor or higher (or equivalent), may be enfranchised to the degree deemed appropriate by the Faculty Council.

By action of the Faculty Council on March 1, 1973, meetings of the Faculty Council are open to nonmembers.

The Faculty Council is charged to establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy for the University, subject to the authority of the Board of Supervisors. Except as otherwise provided, the Faculty Council shall establish its own educational policies. Within the framework of the educational policy of the LSU System, the Faculty Council may establish its own educational policies and may exercise legislative power over all matters pertaining to its own meetings.

Any action of the Faculty Council that, in the opinion of the Chancellor or the President, is administrative or that seriously affects the interests of another faculty of the LSU System, or of the System itself, may be suspended by the President.

The Faculty Council is required to meet at least once each academic year. It can also be convened on the written request of 50 members or 20 percent of the membership, whichever is the smaller number. A council quorum may not be less than 25 percent of the membership. Since 1972, the meetings of the Faculty Senate have been regarded as equivalent to meetings of the Faculty Council.

FACULTY SENATE

The elected *Faculty Senate* has been delegated the authorities and responsibilities of the Faculty Council. The authority of the senate extends to all matters that are proper to the faculty and that have been specifically delegated by the Faculty Council. The Faculty Senate developed and adopted a set of *Bylaws* during the 1973-74 academic year; a major revision of these was accomplished in 1990. Included in these *Bylaws* is a listing of Faculty Senate committees and their respective charges, as revised and adopted by the Faculty Senate. (Appendices A and B of this *Handbook* contain the *Faculty Senate Constitution* and *Bylaws*.)

Additional information concerning the Faculty Senate or its committees may be obtained by contacting the Faculty Senate office.

COLLEGE POLICY COMMITTEES/SENATES

The faculties of most individual colleges and schools have policy committees or senates to help carry out faculty responsibilities in establishing and reviewing educational policy. These bodies serve the additional functions of advising University administrators of faculty opinion on nonacademic matters and of aiding the Faculty Senate elections committee in the conduct of Senate elections.

Full information about the status and membership of college policy committees or senates is available from the [president of the Faculty Senate](#) or from the deans of the respective colleges/schools (available online via [LSU A-Z](#)).

FACULTY GRIEVANCES

A faculty member (instructor or higher) who feels he or she has a grievance may appeal for a review by appropriate administrators and/or a review by the Faculty Senate Grievance Committee. A grievance is a complaint and/or claim that there has been unfair or unequal treatment by reason of an act or condition that is contrary to established University policy and procedure governing the employer-employee relationship or that there has been a violation, misinterpretation, or inequitable application of University employment policy.

A faculty member may request an administrative review by his or her administrative unit chair/head, dean, and appropriate Vice-Chancellor before contacting the Faculty Senate Grievance Committee. The administrative appeal procedure is a formal process of review by successively higher levels of the University administration. The faculty member with a complaint or claim may petition for review and resolution at each successive level through the campus administration. The petition should include specific items described in the complaint or claim. Findings of the appropriate Vice-Chancellor, after approval by the Chancellor, shall constitute the final step in the administrative review.

For additional information concerning the Faculty Senate, see Appendix B, *Bylaws of the Faculty Senate*, in this *Handbook*. Copies of the Faculty Senate Grievance Committee Procedures are available from the Faculty Senate office or the chair of the committee.

ADVISORY BODIES

EXECUTIVE COUNCIL

The *Executive Council* is composed of the Chancellor (Chair), the Executive Assistant to the Chancellor, the Executive Vice-Chancellor and Provost, the Vice-Chancellor for Finance and Administrative Services, the Vice-Chancellor for Research and Graduate Dean, the Vice-Chancellor for Student Services, the President of the Faculty Senate, the President of the Staff Senate, the Director of Athletics, the Director of Public Relations, the Executive Director of Development (LSU Foundation), the President of the LSU Alumni Association, and the President of the Student Government.

The purpose of the Executive Council is to advise the Chancellor on matters of University policy and

campus administration. The Executive Council meets monthly or more frequently, if needed.

BUDGET COMMITTEE

The *Budget Committee* is composed of the Chancellor, the Executive Vice-Chancellor and Provost (committee chair), the Vice-Chancellor for Finance and Administrative Services, the Vice-Chancellor for Research and Graduate Dean, the Vice-Chancellor for Student Services, the Director of Budget and Planning (*ex officio*), the President of the Faculty Senate (*ex officio*), two elected representatives of the Faculty Senate, a representative of the Staff Senate (*ex officio*), and an appointed student government representative (*ex officio*).

The purpose of this committee is to determine procedures for budgeting, hold budget hearings, allocate and/or reallocate funds appropriated to LSU and advise the Chancellor on matters regarding the budgetary administration of the campus.

STRATEGIC PLANNING COMMITTEE

The *Strategic Planning Committee* is charged with defining guidelines for fundamental decisions and actions that will shape and guide LSU into the 21st century. This comprehensive planning effort allows the University to develop effective strategies, define future directions, establish priorities, and form a sound and coherent basis for decision making. Through this continuing process, the missions, visions, and goals of all components of the University are considered. This ongoing planning process is assessed annually.

COUNCIL OF ACADEMIC DEANS AND DIRECTORS

The *Council of Academic Deans and Directors* is an advisory body composed of the deans and directors of colleges and of schools not within colleges, together with other academic officers of equivalent rank. The council meets at the call of the Executive Vice-Chancellor and Provost, who is the presiding officer. The council makes recommendations to the Provost and to the Chancellor with regard to administrative matters in the area of academic affairs.

GRADUATE COUNCIL

The *Graduate Council* is composed of ten members of the graduate faculty, two appointed each year by

the Chancellor for five-year terms. The Vice-Chancellor for Research and Dean of the Graduate School and Associate Dean of the Graduate School are *ex officio* members of the council. The council advises the Vice-Chancellor for Research and Dean of the Graduate School regarding the administration of academic affairs and policies of the Graduate School. The council reviews individual nominations for membership on the graduate faculty and periodically reviews all members of the graduate faculty by department. Members of this council also serve as a campus-wide faculty committee to evaluate recommendations for promotion of faculty.

ASSESSMENT ADVISORY COUNCIL

The *Assessment Advisory Council*, composed of nine members appointed by the Executive Vice-Chancellor and Provost, draws its membership from colleges, departments, administrative units, students, and alumni. The council serves to increase University awareness and commitment to needs and outcomes assessment throughout the campus and to guide the development and implementation of assessment conducted by assessment coordinators and academic and student development units. Information from the systematic assessment of student needs and learning outcomes is integrated into overall University planning and allocation of resources through the internal program review process.

PROGRAM REVIEW COUNCIL

The *Program Review Council*, consisting of fifteen senior faculty members appointed by the Executive Vice-Chancellor and Provost, oversees cyclical internal review of the University's 202 degree programs. The members serve staggered, five year terms. The Council's charge is to strengthen academic programs through a standardized internal review process that requires evaluation of each degree program. The Council designs and oversees the multi-step review process whereby each degree program is reviewed once every ten years. The process includes a self-study, a site visit and evaluation by a panel of internal and external reviewers, responses to recommendations, and action plans when appropriate. Among the individuals or groups involved in the process are the Executive Vice-Chancellor and Provost, other appropriate vice-chancellors, the appropriate dean, the unit chair and faculty, the review committee, the students in the program, and other key constituents (business, industry, governmental representatives). Results are reported to the Chancellor, the

appropriate vice-chancellors and deans, and the unit, and are made available to the University units involved in the planning, assessment, and budgeting processes.

COUNCIL ON RESEARCH

The University *Council on Research* is composed of faculty and University administrators appointed by the Chancellor for staggered terms. The council advises the Vice-Chancellor for Research and Graduate Dean on all aspects of research at the University and is particularly concerned with sponsored research. The council also assists with the evaluation of applications for sabbatical leave, administers the *Distinguished Research Master Award* program, and allocates summer faculty research stipends. The council is assisted by research advisory groups in the major disciplinary fields. These groups are concerned especially with interdisciplinary research and offer an opportunity for faculty working in similar fields to cooperate on interdisciplinary projects.

ATHLETIC COUNCIL

The *Athletic Council* serves as a policy-formulating and regulatory body in all matters related to the University's intercollegiate athletic program. This council consists of five faculty members, one staff member, one administrative appointee, two members of the student body, two members of the Alumni Association, one member of the National "L" Club, and the Executive Vice-Chancellor and Provost. The Athletic Director serves as an *ex officio*, nonvoting member and as secretary of the council. The functions and responsibilities of the Athletic Council are set forth in the *Bylaws and Regulations of the Board of Supervisors*.

UNIVERSITY PLANNING COUNCIL

The *University Planning Council* (UPC), an advisory committee to the Provost, is charged with recommending strategic directions for the University and with overseeing the planning process and its implementation throughout the University. The demands upon the planning and quality assurance of all aspects of University growth and development require a standing committee that fosters an open dialog among faculty and staff to frame and continually update University priorities.

UNIVERSITY COUNCIL ON WOMEN

The *University Council on Women* (UCW) serves as an advisory council to the Executive Vice

Chancellor and Provost to address specific, tangible concerns and issues affecting all women in the LSU community. The UCW also assists in developing policies and procedures that promote equitable participation of women students, faculty and staff.

ACADEMIC RIGHTS AND RESPONSIBILITIES

RIGHTS AND DUTIES

ACADEMIC FREEDOM

LSU is committed to the principle of academic freedom, and faculty are encouraged to explore fully their fields of interest. This principle also includes the right of a member of the academic staff to exercise the ordinary rights of an American citizen in speaking, writing, and action outside the University. At the same time, faculty are expected to be knowledgeable about laws and regulations that increasingly are affecting universities and to operate within the guidelines of University policy and regulations. Among the many implicit responsibilities of academic freedom is that of refraining from insistence that students or others accept any controversial point of view as authoritative. Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

COLLEGE FACULTY MEETINGS

The dean of each college, or the dean or director of each school not within a college, calls a faculty meeting when it seems advisable to do so and, in any event, holds at least one faculty meeting during each semester, including the summer term. A faculty meeting is required upon the written request of one fourth of the faculty of a college or school. When faculty members are notified of a meeting, the Chancellor and the Executive Vice-Chancellor and Provost are to receive the same notification.

LEGAL COUNSEL

University operations are increasingly affected by law and by various regulations having legal effect. Pursuant to the provisions of Louisiana Revised Statute 9:2798.1, "Liability shall not be imposed on public entities or their officers or employees based upon the exercise or performance or the failure to exercise or perform their policy-making or discretionary acts when such acts are within the course and scope of their lawful powers and duties."

Furthermore, in accordance with Louisiana Revised Statute 13:5108.1, and Revised Statute 5108.2, the state will indemnify university officers and employees from financial loss arising out of claims brought by reason of the negligence or other act of the officer or employee, provided that the officer or employee was acting in the discharge of his duties and within the scope of his employment and was not committing a wrongful act or engaging in gross negligence. Within five days of when the officer or employee was served with the pleading, a copy of the pleading must be delivered to the attorney general's office in order to preserve the right to indemnification.

It is, therefore, a matter of some importance to the academic staff to be familiar with University policy and procedures, especially those that relate to faculty rights, privileges, and responsibilities. University policy is stated in a number of documents with which faculty members should be familiar. See Appendix D, *Policy Statements*, for a complete list. These documents are on file in departmental and college offices; individual copies are also available through the Office of the Chancellor and on the University Computer Network.

University personnel may not contact University attorneys without prior approval from the appropriate vice-chancellor.

HOLIDAYS

Faculty members on academic-year (nine-month) appointments are in pay status continuously from the beginning of the fall semester through the end of the spring semester, but are accorded holidays as listed in the *LSU General Catalog*, which are the same as holidays for the student body. Holidays for faculty members on fiscal-year (12-month) appointments are authorized by PS-31, *Holiday Schedule*, which is issued annually and provides 14 holidays. An employee does not receive holiday payment for a holiday that intervenes while the employee is on leave without pay.

UNIVERSITY POLICY AGAINST POLITICAL ACTIVITIES

A full-time employee of the University shall not accept any appointive political office nor seek or hold any elective remunerative political office without the consent of the President of the LSU System. Employees may not solicit political contributions during regular office hours, nor may

they use University equipment, material, or office space to solicit political contributions. Employees may exercise the rights of individual citizens to attempt to influence legislation or public policy, but they may not utilize state resources to do so, and they must make it clear that they speak as private individuals and not as University representatives.

NEPOTISM

It is the policy of LSU to recruit and employ the best qualified individuals solely on the basis of merit. In accordance with this policy, members of the immediate family of a University employee will not be excluded from University employment. However, it is contrary to University policy and state law for immediate family members to be placed in a supervisor-employee relationship in any form of employment, including student employment.

“Immediate family” is defined to include at least the following: children, brothers, sisters, parents, spouse, spouse’s parents or children’s spouses. Accordingly, if you are an immediate family member of an administrator, you may not be employed in that administrator’s area of responsibility, whether at the campus, college, department or other administrative unit level or whether or not intervening levels of supervision between the administrator and family member are present. Further, the University may determine that an employment relationship gives the appearance of nepotism and may be prohibited.

This policy is not intended to hinder, alter, or in any way affect normal promotional advancement where a member of an employee’s immediate family becomes the head of an administrative unit, provided that the employee had been employed in the unit for at least one year prior to the family member becoming its head. In such cases, the supervisor will pass to her or his immediate supervisor all responsibility for making decisions involving direct benefit to the employee who is a member of his/ her immediate family.

Under no circumstances, however, will a University employee be permitted to initiate or participate in any institutional decision involving direct benefit (initial appointment, retention, promotion, salary increase, leave of absence, etc.) to a member of his/ her immediate family of the person about whom such a decision is being made shall recuse herself/ himself from the decision making process.

Violation of this policy may subject the employee, his/ her immediate supervisor and the agency head to both disciplinary penalties and fines under state law.

Exceptions to the nepotism policy are not permitted. However, employees who marry may continue to work in that unit even though one of the employees is the unit head, provided that the supervising spouse avoid participation in transactions in which the subordinate spouse has a substantial economic interest. See Chapter II, Section 2-13, of the Bylaws and Regulations of the LSU Board of Supervisors.

Questions about the University’s nepotism policy should be directed to the Associate Vice Chancellor for Human Resources.

SELECTION, EVALUATION AND PROMOTION OF FACULTY

APPOINTMENT

Recruitment of faculty members should begin with a careful description of the position to be filled, which should be advertised according to PS-1, *Affirmative Action and Equal Opportunity Policy*. Timely advertisement in appropriate publications will be followed by objective, systematic, and orderly review of applications, references, and supporting materials. All eligible faculty members shall have access to these materials and the opportunity to participate in the review. An on-site interview will generally be conducted before an offer is made.

Eligible faculty members vote on recommendations for appointment. Faculty who are eligible to vote on such recommendations vary according to the academic level of the candidate. In the case of appointment of assistant professors and instructors, this responsibility may be delegated to a committee designated by the eligible faculty. Details of these procedures are outlined in PS-36T and PS36NT, *Criteria for Evaluating Academic Performance; and Policies and Procedures on Faculty Appointment, Performance Evaluation, Reappointment, Nonreappointment, Promotion, and Tenure*, Appendix F in this *Handbook*.

EVALUATION

The performance of each faculty member will be reviewed annually by the appropriate department chair or head, as provided in PS-36. A record of the review will be forwarded through the office of the

dean or director of the appropriate college or school to the Office of Human Resource Management for inclusion in the individual's official personnel file.

PROMOTION AND TENURE

Superior intellectual performance is an indispensable qualification for appointment or promotion to a tenured position. Faculty will be judged with respect to their proposed rank and duties, considering their record of performance in teaching, research, or other creative achievement, and service. Different departments/ schools will have different expectations, with varying emphases for teaching, research, and service. For detailed information regarding criteria for evaluation of performance, see PS-36 in Appendix F of this *Handbook*.

Promotion is recognition of qualifications and achievements that justify an elevation in rank. Tenure is the prediction that a faculty member will continue to make positive academic contributions throughout the career, a decision based upon previous and current performance. For additional information concerning promotion and tenure, see PS-36 in Appendix F of this *Handbook* and Chapter II, Section 2-7, of the *Bylaws and Regulations of the Board of Supervisors*.

STOP THE TENURE CLOCK

It is the policy of Louisiana State University to recruit and employ the best qualified faculty. In accordance with this goal, the University strives to provide every opportunity for tenure-track faculty to attain a record worthy of tenure and promotion. In the course of a faculty member's time in rank, the University may grant a temporary departure from the tenure-track. Guidelines were created to implement VIII D of Policy Statement 36-T, *Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance*. A faculty member may request departure from tenure-track for a period of up to one year. A faculty member may request additional departure(s) from the tenure-track by separate written request(s). Each request will be considered separately. Whenever possible, requests should be made on a prospective basis. However, the University recognizes that circumstances may not always allow a faculty member to anticipate the need for a request for departure from the tenure-track. Therefore, retroactive requests will be considered on a case-by-case basis, provided the individual has not received

a notice of non-reappointment and has not entered the mandatory review year.

The request must be initiated by the faculty member and routed through successive levels of approval. If a request for departure from the tenure-track is approved, the faculty member will enter into a written agreement which sets out the specific time period which will not be counted toward tenure and which establishes the year of the faculty member's mandatory tenure review. These procedures do not apply to a faculty member who has been given a notice of non-reappointment or for whom the year of the mandatory tenure review has begun.

FACULTY WORK LOAD

ACADEMIC WORK LOAD

The work load of faculty members includes formal classroom and laboratory teaching; course development; scholarly activities; supervision of theses, dissertations, and independent study courses; student evaluation and advising; and professional, University, and public service duties. The distribution among these various duties may vary from one faculty member to another and from one semester to another. Assignments are made by the department chair in consultation with the faculty and must be consistent with stated departmental goals and objectives and with stated criteria for evaluating faculty performance.

The normal classroom teaching assignment (for full-time faculty with minimum involvement in other faculty duties) is the equivalent of 12 semester hours of lecture per week. Classroom teaching assignments are adjusted according to research, service, and administrative assignments, and may vary according to student level (undergraduate, graduate, professional). All full-time faculty members carry full work loads and normally have budgetary assignments that reflect the variety of assigned duties.

OFFICE HOURS

Faculty members are expected to hold the number of office hours appropriate for their ranks and assignments, in keeping with the policies of their departments. Office hours should be scheduled at times convenient for students, and faculty members should express their willingness to make special appointments for students unable to utilize scheduled hours.

EXTRACURRICULAR WORK LOAD

The University encourages the faculty to engage in consulting and other forms of outside employment that enhance their reputations and reflect favorably upon the University. University policies and procedures have been developed to ensure that the outside employment activity does not interfere with the employee's responsibility in the classroom, in research, or in service to the public. These policies are consistent with the *Louisiana Code of Governmental Ethics*. The principal policy governing outside employment is PM-11, *Outside Employment of University Employees*, administered by the Office of Research. All outside employment must be disclosed in advance by completing a PM-11 *Outside Employment Disclosure Form*. The form is routed through the employee's immediate supervisor and the dean or director to the Vice-Chancellor for Research. PM-11 implements the provisions of an *Ethics Code* exception for higher education that was passed in 1987.

Because of the Ethics Code amendment, as implemented by PM-11, the law now permits such activity to occur in special circumstances. Approval of the President is required when the proposed outside employment is with another agency of state government or when the employment activity might affect governmental policy or the passage of a bill currently before the legislature. Contracts between the University and faculty members are also allowed under very limited circumstances.

Approvals must be obtained according to PM-67, *Contracts Between the University and Its Faculty Members*. Faculty and other academic employees who anticipate outside employment are asked to contact the Office of the Vice-Chancellor for Research for assistance. Additional information is available in the booklet *Policies and Procedures Governing Intellectual Property*, available in departments and from the Office of Research.

SUMMER APPOINTMENTS

Because of reduced enrollment during the summer term, the University cannot offer supplementary summer appointments to all faculty members. Such appointments are arranged on an individual basis through the department, in cooperation with the appropriate dean and through the Office of Academic Affairs, which issues appropriate guidelines annually.

In addition, the Council on Research annually grants a limited number of summer faculty research stipends to support full-time activities in the summer. These serve as stipends in lieu of University teaching salaries.

Faculty members may receive part or all of their summer salaries from grant funds, if the terms of the grants permit, but they may not receive more compensation than is permitted by PS-43, *Additional Compensation Limitations for Academic and Administrative/ Professional Employees and Computation of Summer Salary Rates for Academic Employees*.

TEACHING RESPONSIBILITIES

CLASS SCHEDULING

Classes are scheduled by department chairs, working with the Office of Budget and Planning and the Office of the University Registrar. To make any changes in class schedules, with respect to time or place, individual faculty members must request approval of the department chair and appropriate administrative officers. Nonscheduled use of classrooms should be cleared in advance with the Office of the University Registrar. Academic space, other than classrooms, is the responsibility of the Office of Academic Affairs. Space for meetings, banquets, and large groups is available in the [LSU Union](#) and [Lod Cook Alumni Center](#).

ADMISSION TO CLASSES

All persons attending a class are expected to be registered students of the University. Instructors should notify the department chair and the Office of Student Records and Registration promptly about any errors in registration. Faculty members may allow occasional guests for appropriate educational purposes. In addition, while students frequently attend classes before registering, they must register by the drop / add date of each term. Faculty should check their rosters after the drop / add period ends.

CLASS ATTENDANCE

Students are expected to attend all classes. It is particularly important for freshmen to maintain regular class attendance. In some colleges/schools, the absence of a student who has been placed on academic probation or attendance probation should be reported to the dean. Faculty members should be familiar with specific attendance requirements of the colleges/schools (see PS-22, *Student Absence from Class*).

GROUP EXCUSES FROM CLASSES

Students may be excused from classes because of scheduled University activities that necessitate their absence, provided each student has the prior approval of the appropriate dean (see PS-22). In such cases, students should be allowed to make up any missed assignments or tests. Group excuses are requested by using the “[Trip Travel/Activity Insurance Student Listing Form](#)” form, available from the Office of Risk Management. Approved copies of this request should reach the Office of Bursar Operations at least three days prior to the beginning of the trip.

FIELD TRIP INSURANCE

Although the University has no liability in the case of injury to a student as a result of an accident while on a student trip, it does provide travel insurance at nominal cost to those students participating in field trips. With certain exceptions, insurance is required of all students participating in approved field trips. Regulations governing these trips and insurance are contained in PM-4, *Trips Covered by Student Travel Accident Insurance*, and PS-22.

SAFETY IN THE CLASSROOM, LABORATORY, AND FIELD

Faculty members are expected to exercise reasonable precautions against accidental property damage and personal injury while performing their duties. Faculty members have a responsibility for the personal safety and health of students in their classes or under their direction. When agents or equipment that may be considered hazardous are used, faculty members are responsible for providing adequate protection, instruction, and supervision for students working in laboratories, shops, or classrooms. Emergencies should be reported immediately to [LSU Police](#) and the office of Environmental Health and Safety.

CLERY ACT CRIME INFORMATION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is federal law which requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. The LSU Annual Security Report includes statistics for the previous three years concerning reported crime that occurred on campus including certain off-campus buildings owned or controlled by LSU, on

public property within or immediately adjacent to LSU and or accessible from the campus. The report also includes institutional policies concerning campus safety, such as alcohol and drug use, crime prevention, crime reporting, sexual assault and others. You can access the report [here](#) or obtain a copy of this report by contacting [LSU Police](#).

PROCEDURES FOR ORDERING TEXTBOOKS AND COURSE MATERIALS

All academic departments and faculty with the responsibility of providing information for the ordering of textbooks and classroom materials will provide identical information to all requesting bookstores. Ordering information will be provided in a response time comparable to the deadlines established by the requesting bookstores. Orders may not be placed with only one bookstore and one bookstore is not to be promoted over another (except in the case where only one bookstore requests the information).

Faculty members, as individuals, may not sell instructional materials directly to students. State ethics regulations preclude a faculty member's direct receipt of royalties from textbooks and other instructional materials sold to students enrolled in his/her classes or in classes in which the faculty member has played a role in the selection of required texts; royalties so derived, however, may be donated to the LSU Foundation or to any bona fide nonprofit institution. Such donations must be reported annually to the dean through the department chair/head.

LSU BOOKSTORE DISCOUNTS

Faculty and staff members are allowed discounts on most items in the LSU Bookstore when purchased for themselves or their immediate families.

GRADING

Grading and grading authority policies are published in the [LSU General Catalog](#), the [Graduate Bulletin](#), and PS-44, *Grades*.

In order to eliminate inconsistencies in grading policies, all faculty members are expected to announce to their classes at the beginning of the semester the general components from which the final grade will be determined, along with their approximate weights.

Written course syllabi must be distributed to students in all courses, graduate as well as undergraduate (see PS-44). These syllabi must include a clear statement of the relative weight to be accorded the component factors for the final grade. In addition, in 4000-level courses in which instruction of graduate and undergraduate students is combined, syllabi must state clearly any differential expectations beyond those already required by University and Graduate School regulations. (According to the University's definition, good standing for undergraduates requires a minimum 2.00 gpa and a 3.00 gpa for graduate students.)

No later than the final day of class, a student is to be shown, upon request, the graded material for which he or she has been responsible (including a record of classroom participation, if that is included in the grade), along with his or her grade immediately before the final examination.

Following termination of the course, students are to be provided, upon request, a review of their examinations and an explanation of the final grade, as well as the method by which it was determined. This review is to include an accounting for all other unreturned work. Grading must be based on work that is assigned and evaluated equitably and fairly, with no special consideration given to individual students unless justified by disability or excused absence. Individual students should not, for example, be allowed to take on "extra credit" projects, spend extra hours in laboratories, or present themselves for reexamination or special examination, unless the same options are available to the entire class on the same terms. Faculty members should take special care to become familiar with policies concerning grading, absences, and disabilities. For additional information, refer to PS-22 and PS-26, *Policy for Persons with Disabilities*.

All faculty members are expected to keep all unreturned student work and grade books for at least six months following termination of a course. Should a faculty member leave the University, permanently or temporarily, his or her final examinations, all unreturned work, and grade books are to be deposited with the department chair to be kept for at least six months following termination of a course.

CONCENTRATED STUDY PERIOD

The five-day period (Wednesday through Sunday) immediately preceding the week of final examinations is set aside as a *Concentrated Study Period*. During this time, no extracurricular student activities, such as social and athletic events, will be held on or off campus. There should be no major examinations in academic courses, other than those considered laboratory courses. Any exceptions to this policy *must receive prior approval from the Office of Academic Affairs*.

FINAL EXAMINATIONS

Six days (Monday through Saturday) will comprise the final examination period. Final examinations are required in all courses. When a final examination is inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department chair, dean or director, and the Executive Vice-Chancellor and Provost. Final examinations *must be given during the published dates for the final examination period*.

A final examination is defined as the last in a series of major tests specified in the course syllabus. It need not be comprehensive. If the course syllabus does not call for a final examination, the last major unit examination is to be considered the final examination and must be given during the final examination period. When a series of major tests is scheduled in addition to the final examination, the last of the major test series may not be given during the *Concentrated Study Period*. Examinations and performances in laboratory-type courses may be given or required during the *Concentrated Study Period*.

A student who, because of illness or other valid reason, is *absent* from any final examination may take a special examination only upon recommendation of the dean of his or her college and with the concurrence of the instructor involved.

STUDENT APPEALS

Appeals of final grades must be initiated by the student within 30 days after the beginning of the next regular semester. For details of this procedure, see "Grade Appeals" in the *LSU General Catalog*. In addition, see PS-48, *Appeal Procedures Available to Students*, for information on appeals concerning all aspects of student relationships with the University.

PRIVACY OF STUDENT RECORDS

The *General Education Provisions Act* (the Buckley Amendment) prohibits release of personally identifiable information concerning a student (other than directory information) without the student's consent. PS-30, *Privacy Rights of Students/Buckley Amendment*, defines prerogatives and responsibilities of students and University agents with respect to student records.

STUDENT ACADEMIC MISCONDUCT

Academic misconduct represents a most serious and reprehensible type of student misconduct, and the University makes a genuine effort to prevent its occurrence. LSU has also developed policies and procedures to assure students of due process protection when academic misconduct is alleged and to provide meaningful and consistent sanctions for students found guilty of such conduct.

Academic misconduct offenses and sanctions are under the jurisdiction of the Vice Chancellor for [Student Life and Enrollment Services](#).

Section 8.1.B of the Code of Student Conduct outlines grading procedures in the event of suspected student academic misconduct:

“An instructor may not assign a disciplinary grade, such as an ‘F’ or zero on an assignment, test, examination, or course as a sanction for admitted or suspected Academic Misconduct in lieu of formally charging the student with Academic Misconduct under the provisions of this Code. All grades assigned as a result of accountability action must be approved by the Dean of Students or designee.”

See the Code of Student Conduct for more detailed information on procedures related to [Academic Misconduct](#).

FACULTY DEVELOPMENT AND SUPPORT

To assist faculty with their continued professional development, the University encourages and supports professional leave, travel for presentation of research at conferences, involvement in activities offered through the Center for Faculty Development, and awards for teaching excellence.

FACULTY DEVELOPMENT

Sabbatical Leave

Full-time faculty at the rank of instructor (or equivalent) or above who have completed six years of service on the campus without having received leave with pay may petition for sabbatical leave for study and research to enable them to increase their professional efficiency and usefulness to the University. Normally, sabbatical leave is not approved for work toward an advanced degree. Persons employed on a 12-month basis may be granted 12 months' leave at half pay or six months' leave at full pay. Persons employed on a nine-month basis may receive a semester's leave at full pay or an academic-year leave at half-pay.

Persons on sabbatical leave are expected to devote their full energies to the purpose of the leave. They may undertake outside employment only with advance approval of the Chancellor and the System President, and such employment is expected to be supportive of the purpose of the leave. Requests for sabbatical leave are initiated at the departmental level and processed through administrative channels during the fall semester in response to a schedule issued by the Office of Human Resource Management. Sabbatical leave requests may be disapproved or rescinded when financial or other considerations make such action appropriate.

Sabbatical leaves are awarded only to those faculty who have shown by their scholarly accomplishments that such leave would benefit them and the University. Sabbatical leaves should be used to:

- improve research, artistic, or scholarly skills;
- change the direction or thrust of the specialization within the subject field;
- participate in a worthy project that could not be accomplished under the normal workload;
- conduct extensive research requiring access to and review of material that is not available locally;
- use facilities not available on the campus;
- conduct extensive field research;
- facilitate cooperative projects with other universities;
- perform other scholarly endeavors of equal merit.

Submission of the following materials is required:

- a four-page application form; and

- a proposal signed by the applicant.

The *Bylaws and Regulations of the Board of Supervisors* and University policy require the following:

- When compensation is to be received from sources other than the LSU System during a sabbatical leave, justification must be provided and approved prior to acceptance of the compensation and a description of the duties to be performed and the amount of compensation must be included as part of the leave application;
- The recipient must file a report of accomplishments during the leave promptly upon return to duties at the University;
- Recipients of sabbatical leave must return to their University duties for at least one year before accepting employment elsewhere;
- Those faculty who do not fulfill the service obligation must reimburse the University the salary received during the leave, as well as those portions of insurance premiums and retirement contributions paid by the University during the sabbatical leave.

Changes to approved sabbatical leave requests within the same academic year must be made in writing to the Executive Vice Chancellor and Provost through the chair and through the dean prior to the effective date of the sabbatical leave. Substantial changes that cross academic years or significantly change the purpose of the leave requires approval through administrative channels to the LSU System.

See Chapter III, Section 3-1, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12, *Leave Guidelines*, for additional details.

For information on how your benefits and retirement may be affected during your leave, please contact a HRM Representative at 578-8200.

LEAVE TO OBTAIN ADVANCED DEGREE

Faculty members on full-time regular academic appointment who have completed three consecutive years of service at the rank of instructor (or equivalent) or above, may petition for a leave of absence with part pay for not more than one year of study that will culminate in the receipt of an advanced degree within five years.

Requests for leave to obtain an advanced degree are initiated at the departmental level and processed through administrative channels during the fall semester, according to a schedule issued by the Office of Human Resource Management. Persons awarded leave to obtain an advanced degree must return to their university duties for two years before accepting employment elsewhere. Those faculty who do not fulfill the service obligation must reimburse the University the salary received during the leave, as well as those portions of insurance premiums and retirement contributions paid by the University during the sabbatical leave.

See Chapter III, Section 3-2, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12 for details of eligibility, method of application, service requirements subsequent to the leave, etc.

FACULTY SUPPORT

The Center for Academic Success

The Center for Academic Success enhances the learning and teaching experience by empowering individuals with effective, transferable strategies and resources. The center collaborates, consults and provides relevant information and resources for faculty, advisors, and their students in order to improve student academic achievement, persistence, and graduation. The center consults with faculty to assist with the incorporation of cognitive science principles into their teaching

For more information, please visit the webpage [For Faculty and Advisors](#).

The Center for Computation and Technology

The *Center for Computation and Technology*, or CCT, is an interdisciplinary research center located on the campus of Louisiana State University in Baton Rouge, La. CCT advances LSU's Flagship Agenda and promotes economic development for the state by using computational applications to aid research and develop solutions that benefit academia and industry.

CCT is an innovative research environment, advancing computational sciences, technologies and the disciplines they touch. Researchers at CCT use the advanced cyberinfrastructure –high-speed networks, high-performance computing, advanced data storage and analysis and hardware and software development – available on campus to enable

research in many different fields. By uniting researchers from diverse disciplines, ideas and expertise are disseminated across LSU departments to foster knowledge and invention.

For more information, please visit the [CCT's webpage](#).

Office of Assessment and Evaluation

The *Office of Assessment and Evaluation* supports instruction through the LSU Computerized Test Scoring Service, the custom design and statistical analysis of machine-scannable survey instruments, and the processing of teacher evaluations. Additionally, the center coordinates longitudinal needs and learning outcomes assessment programs. The center also administers institutional tests for advanced standing course credit and national tests for admission to graduate and professional schools.

Student Orientation, Advising, and Counseling

The manner in which new students are introduced to the University is critical for their success and retention. Faculty are frequently asked to participate in *orientation programs* designed to provide entering students with the information and guidance needed for the transition to a college environment.

Faculty members are encouraged to support the orientation programs coordinated through the Office of Undergraduate Admissions, the Office of the Dean of Students, and the Junior Division. Faculty interaction with students is of utmost importance, and advising is a major responsibility of the faculty. Faculty members should make themselves available for student advising with respect to their own academic specialties and professional disciplines. Often, however, students will turn to faculty members who are ill-equipped to handle their problems. In these cases, faculty members should refer students to the [Office of the Dean of Students](#) or the [Student Health Center](#).

In addition to services offered on weekdays between 8 a.m. and 5 p.m. at the Student Health Center, "*The Phone*" (924-5781), a 24-hour confidential counseling service, provides crisis counseling information and referral service. The chart in Appendix C provides a convenient reference for faculty members who wish to direct students to professional or specialized sources of assistance.

The Center for Academic Success

The [Center for Academic Success](#) offers a wide variety of services to assist graduate and undergraduate students in increasing their learning potential. Housed in the center are audio and video tapes, computer-assisted instruction guides, and resource materials to assist independent academic learning.

Disability Services

In accordance with Federal laws and PS-26, the [Office of Disability Services](#) (ODS) ensures equal opportunity for all qualified students with disabilities in the programs and services operated by the University. The individual student's disability-based need is the primary factor in establishing accommodations and support services. Examples of accommodations that a faculty member might be asked to provide are extended time on in-class assignments and examinations, alternative test formats and procedures, and permission for a student to tape record class lectures. Staff in SSD assist faculty with requested accommodations and also serve as a resource for faculty seeking additional information on working with disabled students. Upon request, the staff will provide a faculty member with the publication, "Accommodating Students with Disabilities: A Faculty Resource Guide." For additional information, contact SSD at 388-4307.

LSU's policy governing disability issues is outlined in PS-26. Employees requiring an accommodation to perform their essential duties should make a request through the department to the [Office of Human Resource Management](#).

All grievances related to the [Americans with Disabilities Act](#), including faculty grievances, will be heard under PS-80.

Career Services

[Career Services](#) assists students in making career choices, developing career plans, and exploring job opportunities. Career assessment instruments, individual counseling, and career days are provided to help students make career decisions. Continuing students are further assisted in gaining valuable work experience through programs such as cooperative education, part-time and summer job location, and internships. The center disseminates information concerning job search preparation and available job listings and also handles arrangements when employers visit the campus to interview students.

International Programs

[International Programs](#) addresses all of LSU's internationalization efforts for students, faculty, staff, international partners, and the public.

Information Technology Services

LSU [Information Technology Services](#) (ITS) provides technology infrastructure and services that advance teaching and learning, enable research, enrich the student IT experience, and effectively manage institutional information.

ITS's divisions include the Vice Chancellor for Information Technology, LONI - the Louisiana Optical Network Initiative, LOUIS – the Louisiana Library Network, User Support & Student IT Enablement, University Information Systems, and University Networking and Infrastructure. ITS's staff creates and maintains vital university systems like course registration and payroll; provides network, wireless and telephone connectivity campus-wide; houses the computational resources used by many LSU researchers; staffs and maintains student computing labs; and provides direct support to the thousands of computer users here at LSU.

LSU Libraries

LSU [Libraries](#) offer students and faculty strong support for instruction and research through collections containing more than three million volumes, a manuscript collection of more than 12 million, access to more than 400 electronic journals and databases, and microform holdings of more than 3.5 million. The network allows online access to the library catalog of holdings from anywhere. Access to the licensed electronic journals and databases is limited to individuals with LSU IDs. LSU is a founding partner of the Louisiana Online University Information System (LOUIS). The library catalogs of most of the academic libraries in Louisiana are accessible online through <http://search.louislibraries.org>.

Middleton Library serves as the main library, and also housed in Middleton are the Music Resources Center, Education Resources, and Government Documents. Special collections and the LSU Libraries Digital Services Unit are housed in the adjacent [Hill Memorial Library](#). For circulation borrowing guidelines and policies, click [here](#).

Assistance in Middleton Library is offered through the service desks in each area and through Ask a Librarian at <http://www.lib.lsu.edu/virtual/>. Periodicals and newspapers are housed in a room adjacent to the Circulation Desk. Workstations are scattered throughout Middleton and Hill. Self-service photocopiers are on each floor of Middleton. When resources are not available through LSU Libraries, faculty, staff, and students may borrow through [interlibrary services](#). Requests can be placed electronically.

Other facilities providing library resources include: the Cartographic Information Center, which contains a large map collection, housed in 313 Howe-Russell; the Veterinary Medicine Library in the College of Veterinary Medicine building; and the Women's and Gender Studies program office in 118 Himes.

Other collections within LSU Libraries include the Louisiana and Lower Mississippi Valley Collections, University Archives, the Rare Book Collection, the E.A. McIlhenny Natural History Collection, the T. Harry Williams Center for Oral History, the Judge Warren L. Jones Lincoln Collection, the Oliver P. Carriere Collection of Poker and Hoyle, the Gladney Chess Collection, and the Rendell Rhoades Crawfish Collection. Additionally, *The Civil War Book Review*, the only journal devoted to scholarly reviews of current U.S. Civil War publications, is an electronic journal published by the LSU Libraries,

The [LOUISiana Digital Library](#) is the repository for digital files produced from the LSU Libraries' collections most, mostly from the Special Collections, including historical Louisiana newspapers and maps, photographic collections, selections from the E.A. McIlhenny Natural History Collection and the Rare Book Collection, as well as LSU professors' research collections.

RESEARCH

OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

The [Office of Research & Economic Development](#) (ORED) promotes advanced research, creative scholarship and economic development. With support from national sources like the National Science Foundation, the National Institutes of Health, the National Endowment for the Humanities, Department of Homeland Security and NASA, LSU is forging new frontiers in hurricane

response and preparedness, bioscience, national security, technology, literature, coastal sciences, and genetics. At any given time, there are more than 2,000 sponsored research projects being conducted by the more than 6,000 faculty and graduate students at LSU.

INTELLECTUAL PROPERTY

The mission of LSU's [Office of Intellectual Property, Commercialization, and Development](#) is to commercialize the University's intellectual property: new ideas, inventions and discoveries. This includes: obtaining patents and copyrights; seeking licensees and business partners in the U.S. and worldwide to commercialize that technology; and negotiating and licensing LSU's technologies for the benefit of society, the University and the inventors.

RADIOACTIVE MATERIALS, RADIATION SOURCES, LASERS

Radioactive materials, radiation sources, and lasers used for research and instruction by University personnel require compliance with federal and state regulations and with conditions of the radioactive materials license issued to LSU by the Louisiana Radiation Protection Division.

A comprehensive radiation safety program has been established by the University to assure compliance and to assist users in meeting standards of good practice. The Radiation Safety Committee supervises the radiation safety program; the [Radiation Safety Office](#) carries out the policies and directives of the committee and is responsible for the day-to-day operation of the program.

Approval by the Radiation Safety Committee is required for:

- proposals involving use of radioactive materials or radiation sources prior to transmittal of the proposal to an outside funding agency;
- individual user projects, including nonsponsored research and teaching, as well as contract and grant proposals;
- radiation and radioisotope facilities in new and renovated buildings at the architectural stage;
- ordering and installing x-ray and other machines that produce ionizing radiation, as well as lasers;
- research projects that utilize x-ray or other ionizing radiation; and
- research projects that utilize lasers.

The committee is also responsible for evaluating incompetent or willful disregard for radiation safety and for preparing recommendations to assure compliance with regulations and policies.

Radioactive waste and unwanted portions of radioactive materials are collected by the Radiation Safety Office for permanent disposal. Individual users are limited to disposal methods approved by the Radiation Safety Committee. Details of University policies and state and federal regulations concerning use of radioactive materials, radiation sources, lasers, details of necessary forms, license conditions, and general radiation safety assistance are available from the Radiation Safety Office (388-2747). Radiation safety emergencies occurring during regular working hours should be reported directly to the Radiation Safety Office; those occurring during nonworking hours should be reported to the [LSU Police Department](#).

ENVIRONMENTAL HEALTH AND SAFETY

As mandated by PS-19, *Environmental Health and Safety Policy*, the Office of Environmental Health and Safety (EHS) is the principal coordinator of all University safety requirements, reference materials, safety training, hazardous waste disposal, and occupational health exposure evaluations, except radiation safety. Responsibilities and services provided are detailed in the *University Safety Manual*, copies of which can be obtained from EHS. Other information such as specific state and federal regulations concerning occupational health and safety, the environment, or any general safety assistance is also available from EHS.

All emergencies or accidents involving injuries should be reported to EHS at 388-5640. Those emergencies occurring after hours should be reported to LSU Police at 388-3231. EHS also serves as the Emergency Response Team for environmental emergencies such as chemical spills. All concerns about student and employee safety should be reported to EHS at 388-5640.

HAZARDOUS WASTE MANAGEMENT

As mandated by the LSU System and the State of Louisiana, the Office of Environmental Health and Safety (EHS) has established a [Hazardous Waste Management](#) plan. This plan ensures that all generators of waste on the campus will observe state and federal regulations concerning the handling,

storage, transportation, and disposal of hazardous materials. EHS maintains a storage facility and coordinates all activities involving the collection, storage, and disposal of hazardous waste. All faculty who generate hazardous waste are ultimately responsible for the proper handling and disposal of the waste. Research grants should include funding for disposal of waste generated as a result of research.

EHS guidelines on how to dispose of hazardous waste may be found [here](#).

SOLID WASTE MANAGEMENT

Uniform policies and procedures for the safe management of human body waste as a means of protection against the AIDS virus are described in PS-65, *Safe Management of Human Body Fluids and Waste*.

SCIENTIFIC MISCONDUCT

The primary responsibility for detecting, investigating, and resolving allegations of alleged scientific misconduct rests with the University, which must promptly initiate an inquiry into any suspected misconduct brought to its attention. Policies and procedures for reviewing reports of alleged scientific misconduct in research conducted at the University are found in PS-69, *LSU A&M College Policy for Dealing with Alleged Misconduct in Research*. For additional information, contact the Office of Research.

EMPLOYEE POLICIES AND BENEFITS PROCEDURES

EMPLOYEE POLICIES

Employee Policies are maintained by the Office of [Human Resources Management](#) (HRM). HRM is dedicated to the enhancement of a quality working environment for employees of LSU.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

LSU firmly supports the national policy of Affirmative Action/Equal Employment Opportunity, as outlined in the University's *Affirmative Action Plan* (PS-01). The University's policy of equal opportunity is administered without regard to race, color, religion, sex, age, national origin, physical or mental disability, marital status, or veteran's status. This policy also prohibits sexual and other forms of

harassment, in accordance with federal and state laws and regulations.

The University fully embraces equality of opportunity by affirming that it will take affirmative action to ensure that all applicants receive fair consideration for employment and that employees are treated fairly in all employment practices, including recruitment, promotion, selection for training, upgrading, transfer, rates of pay or other forms of compensation, tenure, demotion, layoff, and termination. The Office for Equal Opportunity Programs is responsible for continuing development, implementation, and monitoring of the *Affirmative Action Plan*, and for implementing auditing and reporting systems that:

- measure the effectiveness of the University's *Affirmative Action Plan*;
- provide indications of need for remedial action; and
- determine the degree to which University goals and objectives are being attained.

Anyone who has questions regarding the University's Affirmative Action/Equal Opportunity Policy should contact the Office for Equal Opportunity Programs, 304 Thomas Boyd Hall, 578-8200.

SEXUAL HARASSMENT

Consistent with Title VII and Title IX of the [Civil Rights Act of 1964](#), the University reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors, such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication. LSU has a responsibility to protect all members of the University community from sexual harassment and to provide the means to remedy such harassment when it occurs.

Individuals (including students) who believe they are being or have been harassed by an employee may report the behavior to any administrator responsible for the unit or directly to the Office of Human Resource Management. Any administrator receiving a report of possible harassment is required to report the complaint to the Office of Human Resource Management, in compliance with PS-73, *Sexual Harassment*.

When a member of the faculty or academic staff is charged with sexual harassment, the Executive Vice-Chancellor and Provost will be immediately notified and have the responsibility for overseeing the investigation. The Executive Vice-Chancellor and Provost has final responsibility for resolution and disciplinary actions involving members of the faculty or academic staff.

For additional information about sexual harassment and procedures for filing complaints, refer to PS-73 or contact the Office of Human Resource Management, 388-8434.

For information about sexual harassment of students by other students, refer to PS-95, *Sexual Harassment of Students*, or contact the Dean of Students.

DRUG-FREE WORKPLACE ACT OF 1988

In accordance with the [Drug-Free Workplace Act of 1988](#) and other federal and state laws and regulations, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited.

The term *workplace* includes any location on University property, in addition to any location where University business is being conducted. Any employee who violates this policy will be subject to University disciplinary action up to and including termination of employment, in addition to any sanctions assessed through criminal procedures.

For further information on LSU policy regarding the Drug-Free Work Place ACT, please see PS-67.

ACCESS TO PERSONNEL RECORDS

Faculty members may examine their own personnel records upon written request and within a reasonable period of time not to exceed three working days, from receipt of the request, during which time the custodian of the record or a designated deputy will screen the file for confidential material. Requests for such examination should be submitted to the Office of Human Resource Management, 304 Thomas Boyd Hall (see PS-40, *Confidentiality of Personnel Records of University Employees*).

COMPENSATION

Information on compensation is available under the Compensation section of the Office of Human Resource Management [web site](#).

ADDITIONAL COMPENSATION THROUGH THE UNIVERSITY

Occasionally, faculty members are asked to assume responsibility for additional duties relatively unrelated to, or independent of, their normal work. When such assignments are clearly not a part of the faculty member's normal assignment, additional compensation may be permitted. Such additional compensation must be justified on an individual basis and approved prior to the beginning of the assignment. It is the faculty member's responsibility to monitor the allowable compensation and not to exceed the limit.

Additional compensation through the University is covered in detail in PS-43.

GIFTS AND FAVORS

Under Section 1115 of the *State Code of Ethics*, no University employee may accept anything of economic value as a gift or favor from any person who does or seeks to do business with the University, whose activities are regulated by the University, or whose interests may be affected by the employee's performance or nonperformance of duty.

EMPLOYEE BENEFITS

In recognition of the diverse needs of its employees, the Louisiana State University System offers a variety of employee benefit programs, allowing you to select a level of protection and security best suited to your personal situation. The Office of Human Resource Management (HRM) provides guidance and support for all employees and retirees concerning their benefits and retirement needs.

Because changes can be made in benefits programs, we ask that you contact Human Resource Management for the most current provisions, as well as for more detailed information about coverage.

ELIGIBILITY FOR HEALTH AND SUPPLEMENTAL BENEFITS

Any active employee of the LSU System is eligible for health insurance provided the following:

- Employed at 75% of full-time effort per pay period (average of 30 hours per week) or greater
- Appointed for a duration of at least one semester or 120 days or greater

EFFECTIVE DATE OF COVERAGE

Timely Applicant: If you enroll within your first thirty (30) days of full-time employment, with the exception of Long Term Disability and Accidental Death and Dismemberment insurance, all your insurance coverages will be effective the first of the month following your first full calendar month of employment.

DEPENDENT COVERAGE

Eligible dependents including your legal spouse and your dependent children younger than age 26 are eligible for coverage.

HEALTH INSURANCE BENEFITS

The LSU System offers employees and their eligible dependents financial protection against a wide range of health care expenses resulting from illness or injury. For information on LSU's Health Insurance options, including LSU First Health Plan administered by Cigna, HMO plan administered by Blue Cross Blue Shield of Louisiana, the PPO plan administered by the Office of Group Benefits, Consumer Drive Health Plan administered by United Healthcare and the Regional HMO plan administered by Vantage, as well as premium rates, please visit the Comparison of Medical Plans webpage at www.lsu.edu/benefits or contact a HRM representative at 578-8200.

Health Insurance Dependent Verification

The State of Louisiana Office of Group Benefits (OGB) requires all active and retired employees to provide written proof that each dependent who they would like to cover under the health plan is their actual legal dependent.

The HRM Representative must see a certified copy, but will only be required to retain a photocopy of the document. For a list of acceptable dependent

verification documents, please visit the Comparison of Medical Plans webpage at www.lsu.edu/benefits.

Health Insurance Vesting at Retirement

You may continue your medical plan upon retirement if you meet the eligibility requirements for age and years of service under the Teachers Retirement System of Louisiana (TRSL), Optional Retirement Plan (ORP) or Louisiana State Employees' Retirement System (LASERS). If you begin participation in a Health Plan through the State of Louisiana on or after January 1, 2002, the state subsidy of your premium after retirement will be based on the number of years you have participated in any of the health plans offered by OGB including LSU First. To obtain a copy of the vesting schedule, please visit the Comparison of Medical Plans webpage at www.lsu.edu/benefits.

Supplemental Insurance Benefits

In addition to the health insurance options, LSU also offers a variety of supplemental benefits. Supplemental benefit offerings include: Tax-Saver Flexible Benefit Plans including Premiums Only Plan and the Healthcare and Dependent Care Spending Accounts, Accidental Death and Dismemberment Insurance, Long Term Care Insurance, Long Term Disability Insurance, Term Life Insurance, Dental Insurance, and Vision Insurance. For information on LSU's Supplemental Benefit offerings, including premiums, please visit the Benefits section of the HRM webpage at www.lsu.edu/benefits or contact a HRM representative at 578-8200.

RETIREMENT

Membership in a retirement plan is MANDATORY for all employees, except those excluded by law.

Teachers Retirement System of Louisiana (TRSL)

The Teachers' Retirement System (TRSL) is a defined benefit plan wherein LSU and you, as a participating employee, make contributions into a pool of funds from which you will receive a retirement income, based on a benefit formula. If you are appointed in a TRSL eligible position, you are automatically enrolled into TRSL at the time of employment with contributions starting with your first paycheck. Your employee contribution is 8.0% of allowable earned compensation and is tax

sheltered. The employer contribution is determined each year based on an actuarial formula determined by the State.

Employees are vested after 5 years of service of participation in the TRSL program which allows employees to collect a retirement benefit at age 60 regardless if they are employed at LSU. The amount of your retirement benefit is determined by your years of service and your average salary for the 60 highest successive months of employment. Your eligibility to retire is based on your age and years of service.

TRSL also has provisions for disability and survivor benefits. For more information on TRSL eligibility, retirement eligibility and benefits, please visit the Benefits section of the HRM webpage at www.lsu.edu/benefits or contact a retirement specialist at 225-578-8200.

TRSL Eligible Employees

Eligibility: Faculty employees with an appointment of greater than two (2) years at 50% effort or greater are eligible for either TRSL or the Optional Retirement Plan (ORP). If you are enrolled in either plan (TRSL or ORP), **you do not pay Social Security tax**; however, if you were hired after April 1, 1986, you are required to pay the Medicare portion of the FICA tax (1.45% of your salary).

Optional Retirement Plan (ORP)

The Optional Retirement Plan (ORP) is an alternative retirement plan to TRSL and is provided by three different private carriers for academic employees of LSU. The ORP is a “defined contribution plan” to which you, as an employee, and LSU make contributions to be invested in a retirement annuity contract in your name. If you participate in the ORP, you are immediately vested upon your hire date. Your employee contribution is 8.0% of allowable earned compensation and is tax sheltered. TRSL charges 0.1% to administer the funds. Please note that the employer contribution rate that is forwarded to your ORP account is subject to change every fiscal year.

If you wish to enroll in the ORP, you will have 60 days from your date of hire to enroll retroactive to your original hire date. Please note the decision to participate in the ORP is IRREVOCABLE.

Upon retirement, you are eligible to annuitize the balance in your account. If you meet the retirement

eligibility requirements, you will be able to continue the group insurance policies as an ORP retiree.

For additional information on ORP survivor benefits and disability and retirement eligibility requirements, please visit the Benefits section of the HRM webpage at www.lsu.edu/benefits or contact a HRM Representative at 225-578-8200.

TEMPORARY/PART-TIME ELIGIBILITY

Eligibility: Faculty employees with an appointment of two years or less or for less than 50% effort.

SOCIAL SECURITY

Social Security is the nation’s basic method of providing a continuing income when family earnings are reduced or stopped because of retirement, disability, or death. If your appointment is considered temporary or part-time for retirement purposes, you will automatically be enrolled into Social Security unless you enroll in one of your other retirement options that are listed below.

Your employee contribution is 6.2% of allowable earned compensation and is tax sheltered. LSU’s share is also 6.2% your salary. You are eligible to receive Social Security benefits once you meet Normal Social Security Retirement Age and contributed a minimum of 40 quarters.

For more information on Social Security, please visit the Benefits webpage at www.lsu.edu/benefits or contact a HRM representative at 225-578-8200.

In lieu of Social Security or Louisiana Deferred Compensation, temporary or part-time employees also have the option of participating in the ORP. For more information on the ORP, please see the Optional Retirement Section under TRSL Eligible Employees. Please note that participation in the ORP as a temporary employee will prohibit participation in TRSL in the event you become TRSL eligible.

LOUISIANA DEFERRED COMPENSATION PLAN (LADC)

Louisiana Deferred Compensation is offered to temporary or part-time employees who are not eligible for membership in the regular retirement plan (TRSL) as an alternative to paying into Social Security. As a member of LADC, you, as an employee, and LSU make contributions to be

invested in a retirement annuity contract in your name.

Your employee contribution is 7.5% of allowable earned compensation and is tax sheltered. LSU's contribution is 6.2% of your earned compensation. Your account is immediately vested upon enrollment.

For more information on Louisiana Deferred Compensation eligibility and benefits, please visit the Benefits section of the HRM webpage at www.lsu.edu/benefits or contact a HRM representative at 225-578-8200.

For more information on ORP eligibility and benefits, please visit the Benefits section of the HRM webpage at www.lsu.edu/benefits or contact a HRM representative at 225-578-8200.

RETIREMENT FOR EMPLOYEES ON A J OR F VISA

According to state and federal laws, as an employee of the LSU System, you must participate in a retirement plan. However, LSU System employees on a J or F Visa are not eligible to participate in a retirement plan unless "substantial presence" has been met. Once an international person meets the Substantial Presence Test, he/she is subject to the same tax laws as a United States citizen.

You will be notified by your Benefits Representative of your retirement options once you have met substantial presence and when your retirement election is due.

TAX-DEFERRED SUPPLEMENTAL RETIREMENT ACCOUNT

The LSU System provides the opportunity for you to participate in tax-deferred supplemental retirement accounts (SRA's) through payroll deduction. An SRA allows you to set aside a portion of your salary before federal and state income taxes are paid. Your participation is totally voluntary and LSU does not make any contributions on your behalf.

The maximum amount that may be tax-sheltered is determined by federal law and is set by the IRS each calendar year. If you are age 50 or older you may be eligible to contribute an additional amount as described in the "Catch-Up Provision". For more information on SRA's, please visit the Benefits section of the HRM webpage at

www.lsu.edu/benefits or contact a HRM representative at 225-578-8200.

LEAVE SICK LEAVE

Sick leave is leave with pay granted employees who are suffering with disabilities as a result of accident, illness, or childbearing that prevents them from performing their usual duties and responsibilities or employees who require medical, dental, or optical consultation or treatment.

Sick leave may be used any time after it is earned. It may not be used for the purpose of child rearing. Sick leave is not accrued while an employee is on sabbatical leave or on leave to obtain an advanced degree. The term of the leave may not extend beyond the period for which support is committed to the position or contract.

Academic employees are required to provide a doctor's certificate for periods of absence exceeding five consecutive working days. Certificates may be required for shorter time periods when justified. Faculty members accrue leave according to the following schedule, with no limitation on total accumulation. Accrual rates are based on full-time service. Part time academic employees accrue leave in proportion to their percent of effort. See Part II, Chapter III, Section 3-3, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12.

ANNUAL LEAVE

Annual leave is leave with pay granted employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or transaction of personal affairs. Annual leave may be used for any personal purpose at any time after it is earned, contingent on departmental approval. Faculty appointed on an academic-year (nine month) basis do not accrue annual leave. Faculty on 12-month appointments do not accrue annual leave while on sabbatical leave or on leave to obtain an advanced degree. The term of the leave may not extend beyond the period for which support is committed to the position or contract.

Employees on a fiscal-year basis who are to be transferred to an academic-year basis should be permitted, where feasible, to take any accumulated annual leave prior to the effective date of such change in status. Any annual leave not taken by the effective date of such change in status is to be retained to the credit of the employee for future use

if the employee changes back to a fiscal-year appointment, or for payment and/or service credit upon separation or retirement, in accordance with applicable policies. Regular members of the academic staff on fiscal year appointment may elect to accumulate annual leave in accordance with one of the following schedules. There is no limitation on total accumulation.

For information on how your benefits and retirement may be affected during Sabbatical Leave, please contact a HRM Representative at 578-8200.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) provides for an eligible employee to take up to 12 work weeks of leave for any one or more of the following:

- Birth of a son or daughter and to provide care for the child.
- Placement of a son or daughter for adoption or foster care.
- Care for a spouse, son, daughter, or parent who has a serious health condition.
- Inability to perform the functions of the employee's position because of his or her own serious health condition.

FMLA leave may be paid annual leave or sick leave, as appropriate, or leave without pay (PS-12). Normally, entitlement must be verified by Human Resource Management prior to the beginning of any FMLA period of leave. Questions pertaining to eligibility for this type of leave should be referred to the Office of Human Resource Management, 304 Thomas Boyd Hall, 578-8200.

MILITARY LEAVE

A faculty member who is ordered to duty for training with troops, at field exercises, or for instruction with any branch of the Armed Forces (including the National Guard) for a period not to exceed 15 working days in any one calendar year, is entitled to leave of absence without loss of pay, service, annual leave, or efficiency rating, and when relieved from duty, shall be restored to the position held when ordered to duty. Any portion of military leave that is taken in excess of 15 working days during any calendar year is to be taken as annual leave or leave without pay. See also Part II, Chapter III, Section 3-5, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12.

For information on how your benefits and retirement may be affected during Military Leave, please contact a Benefits Representative at 578-8200.

LEAVE WITHOUT PAY

Leave without pay must be requested in writing in advance and may be granted for personal reasons. The duration of this leave may not extend beyond the period of present appointment. During such leave, sick leave or annual leave is not accumulated. While on leave without pay, membership in the University health and supplemental benefit programs may be continued, but the faculty member is responsible for both the employee and employer contributions with the exception of leave approved in accordance with the Family and Medical Leave Act (see section describing the FMLA).

Service before and after leave without pay is credited in the same manner as if the service has been continuous. When leave without pay is granted, the department must hire only a temporary replacement for the position. A request for leave without pay will be considered on its merit by the appropriate department. Factors considered will be business necessity and impairment to public service. Reasons for granting leave without pay may include, but not be limited to:

- Extended illness (after sick and annual leave are exhausted);
- The need to provide care for a family members;
- Education that will directly increase job effectiveness; and/or
- Adoption of a child.

In special situations, leave without pay may also be granted for temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University. Holiday payment will not be made for any holiday(s) that intervenes while a faculty member is on leave-without-pay status. Leave without pay may be granted for a period of one year or more for an academic employee, subject to approval of the Board of Supervisors. Refer to PS-12 or contact the Office of Human Resource Management for information.

LSU will maintain the employer contributions for medical insurance for an employee who has been approved for leave without pay under the Family and Medical Leave Act. Faculty members should contact a HRM representative at 578-8200 prior to going on Leave without Pay in order to make

arrangements for the continuation of their benefits and retirement.

SEPARATION FROM THE UNIVERSITY

NONREAPPOINTMENT

A term appointment carries no assurance of reappointment, promotion, or tenure; reappointment is made solely at the initiative of the University. The decision to reappoint is based on careful evaluation of the faculty member's professional performance, the availability of better-qualified persons, current and anticipated needs of the department, the role and scope of the University, and financial circumstances. A decision not to reappoint an individual does not, in itself, carry any implications concerning the employee's work or conduct.

For detailed information, see PS-36T/NT, as applicable.

TERMINATION FOR CAUSE

Faculty members, whether tenured or not, may be dismissed or their appointments may be terminated prior to normal expiration for any conduct that is demonstrably prejudicial to the University. Before termination for cause, faculty members shall be entitled to have the charges against them stated in writing and to request a hearing, according to procedures of due process, before a special committee of the faculty appointed by the Chancellor. If a faculty member does not elect to have a hearing, the Chancellor, before taking action, may provide for a hearing before a special committee of the faculty.

See Article VIII, Sections 4 and 5, of the *Bylaws and Regulations of the Board of Supervisors* and PS- 36.

PAYMENT UPON SEPARATION

Upon termination of service with LSU, a faculty member will be paid the value of accrued annual leave in a lump sum up to 300 hours. For death in service or retirement from active duty only, eligible employees are paid the value of accrued sick leave up to 200 hours.

PURCHASING AND TRAVEL EXPENSE ACCOUNTS

PURCHASING SUPPLIES AND EQUIPMENT

Requisitions for all materials, supplies, equipment, and services purchased off campus are processed through the *Office of Purchasing*. Authority to commit University funds from any source (state, federal, or grant funds or student fees) is vested in this office whose responsibility is to obtain prices on all requisitioned items and issue printed purchase orders. In case of an emergency, however, the faculty member may contact the Office of Purchasing and it may be able to waive certain requirements and issue purchase orders by telephone.

Unless specifically authorized by the Office of Purchasing and appropriate administrative offices, employees may not obligate the University for any purchase. Those employees who, without prior approval, incur charges against the University will be held responsible for such charges. Similarly, employees who make purchases with personal funds without prior authority, in expectation of reimbursement from the University, will ordinarily not be reimbursed, regardless of the circumstances.

When items are available on campus from *University/ Scientific Stores*, purchases are to be made from the Stores. The Stores maintain an inventory of office and janitorial supplies, furniture, laboratory equipment, some computer-related items, and general hardware (including electrical, plumbing, and refrigeration supplies). The Stores also provide a daily pickup service in the Baton Rouge area for miscellaneous nonstock or out-of-stock items that are ordered through the Stores. Scientific Stores also offers help with repairs and deliveries, maintains a cross-referenced library of scientific supply catalogs, and coordinates sales by scientific representatives. Gasoline for University vehicles is to be purchased from the University Service Station.

Personnel affiliated with the LSU Agricultural Center and the Hebert Law Center should obtain purchasing information from the business offices of those institutions.

TRAVEL EXPENSE ACCOUNTS

Expense accounts are subject to various limitations that should be understood in advance by the

employee who contemplates travel at University expense.

University travel reimbursement regulations are outlined in PM-13, *University Travel Regulations*, and are subject to periodic revision. The University will not reimburse employees above prescribed limits for lodging, meals, and certain other costs. The agency awarded the state contract for travel services must be used unless an exception has been granted in advance by the Director of Accounting Services. Contact Accounting Services for the current contractor.

Travel expense voucher forms should be completed and submitted immediately upon completion of travel. (Business Office Procedure 20-2 explains the procedure for submission and reimbursement of the travel expenses.)

Travel expenses are to be paid by the employee using the LSU-sponsored Corporate Card, the traveler's personal credit card, or personal funds. Cash advances for University-reimbursed travel expenses may be obtained by University employees only under circumstances outlined in exceptions provided in PM-13. If a travel voucher has not been filed by the fifteenth of the month following return of the traveler, the amount of the advance may be deducted from the employee's pay check.

UNIVERSITY SERVICES AND PROGRAMS

PUBLICATIONS

LSU PRESS

The *LSU Press*, one of the oldest and largest university presses in the South and one of the outstanding scholarly publishers in the country, was established in 1935 to publish works of scholarship, regional works, and other works consistent with the general objectives of the University. Its purposes are, therefore, essentially academic. Many of the books that the Press has published were written by faculty members, and one purpose of the Press is to encourage faculty scholarship leading to publication. However, like other university presses, it serves the entire scholarly community and publishes works by those outside LSU as well. The final decision to publish a manuscript rests with the Faculty Senate LSU Press Committee composed of eight faculty members.

Members of the faculty and staff are entitled to a 10 percent discount on all books published by the Press.

PUBLIC RELATIONS

The *Office of Public Relations* is responsible for telling LSU's story to its various publics, on and off campus, by establishing and increasing awareness of LSU's programs, policies, opportunities, goals, and achievements. This information is provided through the mass media, publications, video, correspondence, and various other means, using the resources and talents available in News Service, Publications, Electronic Media, and Photography.

UNIVERSITY-RELATED ORGANIZATIONS

AFRICAN-AMERICAN CULTURAL CENTER

The *African-American Cultural Center (AACC)* is a campus facility with the goal of educating students, faculty, and staff about the history, culture, and contributions of African-Americans. Objectives of the AACC include providing a forum for dialogue and exchange of views among African-Americans and others, serving as an information base on topics related to African-American history and culture for citizens of Louisiana, and promoting interracial harmony among members of the University community and among citizens of Louisiana. Various programs and activities in support of these objectives are sponsored by and held at the AACC. Membership is open to all members of the University community.

LSU FOUNDATION

The purpose of the *LSU Foundation* is to foster private financial support for Louisiana State University, the LSU Agricultural Center, and the Hebert Law Center. The foundation encourages and receives capital gifts and bequests for the academic, research, and public service programs of the University, including endowed and non-endowed funds for restricted and unrestricted purposes. The foundation also manages investments and serves as trustee for private assets contributed for the benefit of the University.

The foundation accepts undesignated gifts to be used in any academic area of the University where the need is greatest; restricted gifts, used only for the purpose designated by the donor; special gifts,

such as objects d'art and library materials; and planned gifts made through wills, life insurance, and trusts.

TIGER ATHLETIC FOUNDATION

The *LSU Tiger Athletic Foundation (TAF)*, a private, nonprofit corporation, is the central fund raising organization supporting LSU athletics. Its mission is to facilitate the development of a comprehensively superior athletic program.

Unrestricted contributions benefit every athlete and team through scholarship and other academic awards, as well as through the construction and maintenance of athletic facilities.

The foundation is administered by its own board of directors, comprised of TAF donors, and meets quarterly. Officers are elected bi-annually.

MUSEUMS AND GALLERIES

MUSEUMS

The Museum of Art and the Museum of Natural Science form the LSU Museum Complex, the purposes of which are research, enrichment of various academic programs, and public service.

The *Museum of Art*, located in Memorial Tower and open to the public, contains original 17th through mid-19th century period rooms from England and America, as well as galleries for temporary exhibitions.

The museum owns a comprehensive collection of the graphic works of Caroline Durieux, internationally recognized print-maker; an outstanding collection of New Orleans-made silver; and a sizeable collection of Newcomb pottery. Other collections include 19th century lighting devices and early oil and watercolor paintings depicting south Louisiana subjects, especially Baton Rouge area views.

Additional collections are located in Lakeshore House, 3960 West Lakeshore Dr.

The *Museum of Natural Science* consists of the Division of Zoology, located in Foster Hall, and the Division of Geoscience, located in the Howe-Russell Geoscience Complex. Museum exhibits in both buildings are open daily to the general public. The exhibits in Foster Hall consist of nine major dioramas that depict the flora and fauna of selected

scenes from North America, including Louisiana's animal life. In addition, visual aids are provided to explain various biological principles. Geoscience exhibits include the *Prehistoric Garden*, the *Louisiana Native American Room*, and a Louisiana mastodon. The museum's extensive research collections contain more than 500,000 cataloged specimens of birds, mammals, fishes, amphibians, and reptiles. Monthly lectures on topics in natural history are provided. The *Rural Life Museum and Windrush Gardens*, located on the 450-acre Burden Research Plantation approximately five miles from campus, provides insight into the largely forgotten lifestyles and cultures of pre-industrial Louisianians.

GALLERIES

There are two School of Art galleries, the [Glassel](#), located at Foster Hall; and the LSU School of Art Gallery housed in the [Shaw Center](#), located downtown. In addition, faculty and students may visit the [Union Art Gallery](#) on the second floor of the LSU Student Union

The primary mission of the Glassel Art Gallery is to exhibit the visual art produced by students majoring in art. Thesis exhibitions, senior shows, and group exhibitions allow students a bridge to the professional world while still under the direction of their professors. Additional exhibitions include exchange shows with other universities, the annual faculty exhibition, and curated shows from outside the region or country.

The LSU School of Art Gallery at the Shaw Center features exciting works from the faculty and students of Louisiana State University.

The *LSU Union Art Gallery* is centrally located on the main floor of the LSU Union. The gallery hosts seven rotating exhibits a year. Exhibits include traveling shows; regional and national drawing, print, and photography competitions; curated exhibitions; and LSU faculty and student art shows. Arts and humanities programs are hosted in conjunction with gallery exhibitions. All programs are free and open to the public. The gallery hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, and 2:00 p.m. to 4:00 p.m., Saturday and Sunday. For additional information, call 388-5117.

CAMPUS FEDERAL CREDIT UNION

The Campus Federal Credit Union (CFCU) is available to full- and part-time LSU faculty, staff,

students, alumni, and family members of these groups. Campus Federal provides a variety of products and services designed to meet the financial needs of its members. Savings, checking accounts, money market, certificates, and Individual Retirement Accounts are available. Accounts are federally insured by the National Credit Union Administration (NCUA) up to \$100,000. Campus Federal also offers a variety of consumer loans, including first and second mortgages, automobile loans, and signature loans. Other services include payroll deduction, direct deposit, money machines, telephone banking, telephone bill paying, and VISA and VISA Gold cards.

The Credit Union has four locations in Baton Rouge, two on campus and two in town.

On campus branches are located at Nicholson Extension adjacent to the CEBA building and in the Student Union. The lobby is open Monday through Friday from 8:30 AM to 4:30 PM. Drive-through service hours are 7:30 AM. to 5:30 PM., Monday through Friday. Teleservice hours are 7:00 AM to 6:00 PM, Monday through Friday, and 9:00 AM to 2:00 PM on Saturdays. The Student Union branch does not provide Drive-through service.

Locations in town are located at 6230 Perkins Road and 5711 S. Sherwood Forest Boulevard respectively. Lobby hours are 8:30 to 4:30, Monday through Friday, and 9:00 AM to 2:00 PM on Saturdays. Drive-through hours are 7:30 AM to 5:30 PM, Monday through Friday, and 9:00 AM to 2:00 PM on Saturdays. Teleservice hours are 7:00 AM. to 6:00 PM, Monday through Friday, and 9:00 AM to 2:00 PM on Saturdays.

For additional information about any aspect of credit union membership or services, call toll free at (888)769-8841 or locally (225)769-8841.

RECREATIONAL AND DINING FACILITIES

FACULTY CLUB

All full-time LSU faculty, administrative and research staff members, and Ph.D. candidates who are teaching assistants are eligible to join [Faculty Club, Inc.](#), a private organization. Members have opportunities to meet and work with a cross-section of the campus community through participation in a variety of activities such as pre-football game buffets, family activities, and dances. Annual membership dues enable the club's Board of

Governors to offer these events at a moderate cost. *The Club at LSU Union Square*, located on Highland Road, may be used by the general public, as well as the University community. The dining room is open for lunch from 11:30 a.m. to 1:30 p.m., Monday through Friday, and for dinner from 5 p.m. - 9 p.m., Thursday, Friday and Saturday. Conference rooms are available for meetings and luncheons during regular club hours. The club is also open for special events by reservation. Hotel rooms are available to University departments for persons visiting the campus in a University-related capacity. Faculty who are interested in joining may access the membership section of their website at <http://is.lsu.edu/facultyclub/Membership.asp>, or contact them at (225)578-2356.

LSU STUDENT UNION

The centrally located Union completed a five-year renovation in 2011. Services and conveniences are available from 7 a.m. to 11 p.m. daily during the academic year.

The ground floor includes the campus bookstore, a branch of Campus Federal Credit Union, the Tiger Card Office (LSU IDs), barber shop, optical store, Kaplan testing service, Cox Communications, several ATMs, and a postal and copy center to be added in 2011. McDonald's and Einstein Bros. Bagels are adjacent to the comfortable Live Oak Lounge that overlooks the Memorial Oak Grove. Three large screens in the lounge are lowered for special viewings such as athletic events.

The main floor houses the Information Center, the communication hub of the building. The popular Tiger Lair food court provides a daily array of favorite menus from hot entrees to made-to-order deli sandwiches to selections "On the Geaux." New and expanded lounges are equipped with wireless and electrical outlets for computer use. The spacious Royal-Cotillion Ballroom can host events for up to 800. The textbook and supplies sections of the bookstore are on this floor.

On the third floor, the Magnolia Room restaurant offers three-course buffets for lunch Monday through Friday. Need a room for a meeting or event? Union Event Management can help you select from among various sized meeting and conference rooms. The third floor also has a 30-seat computer lab and offices of Union Administration, LSU Catering, Campus Life, Dean of Students, Multicultural Affairs, and student activities. Greek

Life offices and space for student organizations are on the fourth floor.

The state-of-the-art Union Theater seats up to 1,250 for performing arts, lectures, ceremonies, conferences, orientation programs and more. For more information and specific hours of operation, visit www.lsu.edu/union or call 578-5141.

UNIVERSITY RECREATION (UREC)

University Recreation (UREC) offers a variety of facilities and programs to meet the recreational and competitive needs of the LSU community. The cornerstone of UREC is the Student Recreation Center, a 121,000 square foot innovative recreational facility featuring state of the art equipment, high-level programming, and modern amenities to meet the ever-changing needs and expectations of the LSU community. The Student Recreation Center features a modern and energetic atmosphere that includes a weight/fitness/cardio room, a gymnasium, climbing gym, racquetball / handball / squash courts, three multi-purpose studios, a cycle studio, a 1/8 mile indoor three lane track, locker rooms with saunas for men and women, and a 25-yard indoor swimming pool.

The adjacent to the Student Recreation Center is the SRC field complex that includes sand volleyball, tennis courts, softball fields and multi-purpose fields. Equipment is available for checkout including, tennis and racquetball rackets, basketballs, and weight belts to name a few.

UREC also operates the Sport and Adventure Complex located on the corner of Gourrier Lane and River Road. The complex includes three multi-purpose fields and a high-low ropes course.

LSU faculty are eligible for a UREC membership by presenting their LSU TigerCard at the Student Recreation Center operations desk. Faculty are also eligible for a one-time, seven-day all access pass where they may experience UREC programs and facilities free of charge. UREC faculty/staff members may extend membership to family and dependents as well as any person of their choice through the "Plus One" program. Visit the UREC Web site for current member rates and additional details.

For more information about UREC facilities and programs at (225) 578-8601, or visit www.LSU.edu/UREC.

Tickets

Faculty members may purchase season tickets, if available, for home football and basketball games at the full public price, with a reduced surcharge allowed on two football tickets. Faculty members may attend all other sporting events free of charge by presenting their faculty ID cards at the gate. Football tickets are sold each spring for the following season and basketball tickets are sold in early fall. Ticket purchases may be made through the Athletic Ticket Office at the LSU Athletic Administration Building adjacent to Tiger Stadium.

PUBLIC SAFETY

The University is dedicated to preserving a peaceful and safe environment for the entire LSU community. Everyone is urged to be alert to the possibility of criminal activity on campus and to report all crimes or suspicious activities to the [LSU Police Department](#) located in the Public Safety Building, South Stadium Road.

New faculty can receive important updates about any emergencies or potential situations that threaten the safety of the LSU community by signing up for the LSU [Emergency Text Message System](#).

To file a complaint, or report a fire, accident, chemical spill, or other type of emergency anywhere on campus, call 911. The LSU Police Department will respond promptly to any location on campus and will request fire, EMS, or police support, as required.

The *Office of Environmental Health and Safety* is responsible for enforcing safety measures on campus. Standards for the University Safety Program are defined in PS-19, *University Occupational and Environmental Safety Policy*, which may be obtained from the office in the Public Safety Building, South Stadium Road.

PARKING, TRAFFIC, TRANSPORTATION

The University is committed to providing ample on-campus parking for all students, employees, and visitors who use an automobile as transportation to and from campus. The LSU campus is designated as a "walking" campus, with traffic restricted in some areas during the working day.

To park a vehicle on campus, faculty members must register with the *Office of Parking, Traffic, and Transportation*, Public Safety Building, South Stadium Road. Office personnel will assist faculty

in selecting parking plans suitable to individual needs. LSU and Southern University hang-tags are recognized as valid parking tags on either campus.

The *Visitor Registration and Information Center*, the central point of contact for visitors to campus, provides information, maps, and parking passes to any office or event at LSU.

Additional information can be obtained by calling 388-5000.

APPENDICES

APPENDIX A: LSU FACULTY SENATE LINKS

Faculty Senate Officers:

<http://www.lsu.edu/senate/ExeCommittee.html>

Faculty Senate Ombuds:

<http://appl027.lsu.edu/chan/ombudsweb.nsf/index>

Faculty Senate Senators:

<http://www.lsu.edu/senate/Roster%20of%20Senators.html>

Faculty Senate Constitution:

<http://www.lsu.edu/senate/FSCB.pdf>

APPENDIX B: POLICY STATEMENT LINKS

University policy is stated in a number of documents of which faculty members should be aware. These documents are available in departmental and college offices and on the [LSU Homepage](#).

- *Bylaws and Regulations of the Board of Supervisors*
- *LSU General Catalog, Graduate Bulletin, professional school catalogs*
- *Permanent Memoranda (PM)*, issued by the Office of the LSU System President
- *Policy Statements (PS)*, issued by the Office of the Chancellor University Policy Statements are as follows (*dates indicate year of most recent revision*):

[PS-01](#): Affirmative Action and Equal Opportunity Policy (10/3/2008)

[PS-06.25](#): Privacy of Computing Sources (6/20/2008)

[PS-11](#): Use of University Funds for Entertainment (9/9/2008)

[PS-12](#): Leave Guidelines for Academic, Professional and Classified Employees (11/8/2004)

[PS-18](#): Emergency Response Plan (8/1/2008)

[PS-19](#): Environmental Health and Safety (5/10/2010)

[PS-22](#): Student Absence from Class (8/27/2007)

[PS-30](#): Privacy Rights of Students: Buckley Amendment (11/1/96)

[PS-31](#): Holiday Schedule (Annual)

[PS-36-NT](#): Initial Appointments, Reappointments, Annual Reviews, and Promotions for Faculty Other than Tenure-Track and Tenured (8/17/2009)

[PS-36-T](#): Tenure Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance (8/17/2009)

[PS-43](#): Additional Compensation Limits (5/16/95)

[PS-44](#): Grades (3/1/96)

[PS-48](#): Student Appeal Procedures (1/1/2002)

[PS-50](#): Responsibilities and Concerns of University Personnel (5/28/2001)

[PS-58](#): Emergency Response Plan (7/5/1995)

[PS-59](#): Employee Assistance Program (10/31/96)

[PS-67](#): Illegal Use of Drugs and Alcohol Misuse (10/3/2008)

[PS-68](#): University Intellectual Property Rights in Sponsored Research Projects (2/6/2003)

[PS-69](#): Research Misconduct (3/1/2006)

[PS-73](#): Sexual Harassment (1/2/2001)

[PS-74](#): Records and Archives (7/1/90)

[PS-78](#): Serving, Possessing, and Consuming of Alcoholic Beverages on Campus (8/15/2005)

[PS-80](#): Grievance Procedures (10/3/2008)

[PS-85](#): Preparation of Teaching Assistants (3/15/93)

[PS-92](#): Procedure for Ordering Textbooks and Course Materials (6/6/94)

[PS-93](#): Use of University Name and Indicia (8/28/95)

[PS-95](#): Sexual Harassment of Students (11/1/94)

[PS-102](#): Violence Free Workplace (1/1/1998)

[PS-104](#): Dismissal for Cause for Faculty (2/1/2000)

APPENDIX C: PERMANENT MEMORANDA LINKS

The following are statements of policy originating from the Office of the President of the LSU System:

[PM-3](#): Compensation Limitations (1/6/2000)

[PM-10](#): Indirect Cost Allowances on Grants and Contracts (9/26/91)

[PM-11](#): Outside Employment of University Employees (5/12/93)

[PM-12](#): Educational Privileges, Educational Leave, and Sabbatical Leave (12/12/2000)

[PM-13](#): University Travel Regulations (8/12/2010)

[PM-15](#): Copyright Guidelines Regarding Electronic Learning (3/25/1995)

[PM-16](#): Technology Transfer (3/7/1995)

[PM-17](#): Copyrighted Material, Fair Use of (1/3/2000)

[PM-20](#): Leave Policies for Academic and Unclassified and Classified Personnel (8/14/2008)

[PM-21](#): Use of University Automobiles and Trucks
(5/29/73)
[PM-24](#): Council of Faculty Advisors (9/3/2009)
[PM-32](#): Use of LSU System Facilities & Premises
(5/6/2003)
[PM-38](#): Institutional Mission Statements
(5/10/2007)
[PM-40](#): Contract for University Procurement of
Professional, Personal, and Consulting Services
(6/19/2001)
[PM-65](#): Payroll Deduction Authorization
(11/8/1999)
[PM-67](#): Contracts Between the University and Its
Faculty Members (10/6/1997)
[PM-71](#): Retirement Transition Program (8/24/2007)