



2019-2020
Faculty Handbook

Revisions approved by Faculty Senate & Vice President for Academic Affairs
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1. Mission Statement

The University of Louisiana Monroe seeks students who find value in our programs and prepares them to compete, succeed, and contribute in an ever-changing global society through a transformative education.

2. Vision Statement

The University of Louisiana Monroe will be recognized among the top 200 universities in the nation for excellence in teaching, research, and innovation, with an emphasis on the health sciences.

3. Welcome From the President

Welcome to ULM.

This is a very special university, and we are working to take it to the next level of achievement. We are striving to solidify ULM's status as a doctoral research institution without losing our history of quality instruction and our commitment to treat each student as an individual,

Today's students expect more from instructors and from the institution than ever before. Nowhere is that more evident than technology. What to some of us are "technological advancements," to them is normal—they have never known anything else.

How do we efficiently meet students where they are? How do we collaborate in order to better understand each other? I have some thoughts on this:

Best wishes,
Dr. Nick J. Bruno, President

4. Faculty Handbook

4.1 Purpose of the Faculty Handbook

The University of Louisiana Monroe Faculty Handbook serves as an initial reference for University policies, procedures, and guidelines that pertain to faculty. Faculty should refer to the [university policy database](#), or other resources, as indicated in the handbook, for more information on University rules, regulations, policies, and procedures.

4.2 Faculty Handbook Committee

The Faculty Handbook Committee is responsible for reviewing and updating the Faculty Handbook by April 1st. The committee will consist of President-Elect and Secretary-Elect of the Faculty Senate, the chair of the Faculty Senate Faculty Welfare Subcommittee, and a senator at large, chosen by the Faculty Senate President. The President-Elect of the Faculty Senate will serve as chair of the committee, and Associate Vice President for Academic Affairs will serve on the committee as a liaison to the administration.

4.3 Making Changes to the Faculty Handbook

The Faculty Senate and Vice President for Academic Affairs share responsibility for maintaining and overseeing the contents of this document. For any error or omission in the

- d. If the Faculty Senate supports the recommendation, it will be forwarded to the VPAA or President.
- e. The Faculty Senate and the VPAA or President will make every effort to reconcile differences.

Supervisors may be found at [ULS Board of Supervisors Bylaws and Rules](#). Policies and Procedures Memoranda are available at [Board Policy & Procedures Memoranda \(PPMs\)](#).

5.4 ULM Administrative Structure

The administrative structure of University of Louisiana Monroe is headed by the president, who is appointed by the University of Louisiana System Board of Supervisors. All other members of the [President's Executive Council](#) as well as deans, school directors, and program coordinators/directors/department heads serve at the pleasure of the president and are approved by the governing boards.

5.5 Colleges

[Administrative officers](#) overseeing each college include deans, associate deans, the vice president for academic affairs, and the associate vice president for academic affairs. In addition to the [Graduate School](#), there are four academic colleges: [Arts, Education, and Sciences](#); [Business and Social Sciences](#); [Health Sciences](#); and [Pharmacy](#). Colleges may be restructured from time to time to promote effective and efficient operations and to support strategic initiatives.

5.6 Faculty Senate

The University of Louisiana Monroe Faculty Senate serves as the agency for faculty participation in the government of the University. Accordingly, the Faculty Senate is charged with representing and supporting the entire faculty. The Faculty Senate advises the administration regarding the selection of academic officers, the policies and procedures governing salary determination, and other matters concerning the general welfare of the University, either on its own initiative or upon referral of proposals from others.

The Faculty Senate's primary obligation is to offer faculty input and counsel to the administration, while maintaining "primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction; research; faculty status and working conditions; and those aspects of student life that relate to the education process" (AAUP, 1966 Statement on Government of Colleges and Universities)." A representative number of senators are elected by the faculty to represent their colleges and the faculty as a whole, conforming with the Faculty Senate Constitution and By-laws. Information, meeting minutes, and membership for the Faculty Senate can be found on the [ULM Faculty Senate](#) page.

Faculty members are encouraged to familiarize themselves with the [ULM Faculty Senate By-Laws](#), especially Article II, which describes the duties of the Senate as follows:

- a. To provide a framework for cooperation between the faculty, administration, and students in order to accomplish the gd0.337 0 726.6 (y)84.3 (r)-6 (at)-6n be 2 (enat)-6.6 (e)10.5 (-6.6

6.1.2 Types of Employment Notification

Appointment: This letter indicates the initial employment of a faculty member with the University, including full-time faculty appointment, full-time unclassified staff appointment, or full-time faculty appointment with a supplemental position appointment.

Reappointment: This letter indicates the continuing employment of a faculty member with the University, including full-time tenure-track, full-time non-tenure track appointment, or full-time faculty with a supplemental position appointment.

Reappointment letters are processed before the end of the spring semester and should be signed and returned to the dean by the date indicated. However, letters may be delayed if deemed appropriate by University administrators because of budget concerns. After the initial employment appointment letter, continuing full-time tenured faculty will not receive an annual employment reappointment letter, unless there is a change in their appointment.

Change in Appointment: Reappointment letters are issued when there is a change to the appointment of a faculty member including promotion, award of tenure, change in title, rank, status, salary and special assignments.

Memo: A memo is a document that outlines terms of employment for a faculty member during part of term appointments during fall, spring, summer or winter terms.

6.1.3 Faculty Workload

“System policy recognizes that typical workload expectations for faculty will include instruction, scholarship, and service commensurate with the mission of each institution.

- c. The workload policy ensures that no single faculty member experiences a greater workload burden without recognition of that greater burden and justification for the same.
- d. The workload policy provides guidelines for a fair and equitable assignment of workload for all faculty members.
- e. The workload policy provides a consistent means of reporting faculty workload which is closely tied to faculty development and evaluation.

The criteria for faculty workload encompasses three areas: teaching and teaching-related activities, intellectual and scholarly activities, and service activities. Definitions and examples can be found in the [Faculty Workload Policy](#).

6.1.4 Definitions of Appointment Period

Fiscal Year or 12 month Appointments: Fiscal year appointments begin July 1 of any year and end September 30 of the following year.

6.1.5 Summer Employment

Students often rely on summer courses for their degree progression or to satisfy some other curriculum need, therefore it is necessary for the university to offer a variety of courses in the summer to serve these students. The [Summer Faculty Employment Policy](#) explains the basis for offering of summer courses, for the contracting of faculty to teach those courses, and for proration of salary for courses that do not meet the minimum enrollment numbers.

Summer Appointment: A faculty appointment in the summer term (full term) or part of summer term -

academic performance is commensurate with their rank and status, and that they remain accountable for their academic performance to the university and larger community."

Faculty evaluations include a self-evaluation, student evaluations, and an administrative evaluation by an immediate supervisor, or their designee. The administrative evaluation, which



promote commitment to students and consistently demonstrate University citizenship and civility as defined in section 7.1.1.

Distinguished University Professor: This rank is awarded in recognition that a faculty member has maintained an exemplary level of productivity in teaching, scholarship, and service throughout a distinguished career that has brought acclaim to ULM. The faculty members promoted into this rank must hold terminal degrees in their fields of specialization and have 10 or more years of experience at the Professor level. Because of the impact that individuals in this rank must have on ULM, the criteria for this rank are to be developed and maintained at the Provost

- a. providing salary or discretionary spending supplements that will increase the hiring or retention of exemplary professors;
- b. enhancing research competitiveness in achieving federal funding, especially when results promote economic development;
- c. improving research ties with industry by linking industrial researchers with faculty;
- d. strengthening the capacity of disciplines to achieve regional and/or national eminence in education or research.

to transfer to updated criteria. Annual evaluations of the faculty member should be carefully considered by administrators in the assessment of an application for promotion and, when permitted by the applicant, by program and college committees.

Program criteria are minimum requirements; their achievement does not imply automatic promotion. Faculty achievements and contributions since their last promotion will be used to evaluate nominees. The record of a successful nominee, therefore, should demonstrate sustained productivity.

6.2.3.5 Academic Promotion Timeline

routes. For example, only full professors may serve if the application is for promotion to full professor.

- b. If there are not at least three faculty members of appropriate rank and tenure route in the applicant's program, the school director, in conjunction with the faculty member, will identify other non-administrative faculty of appropriate rank and tenure status from closely aligned programs/disciplines to serve on the Program Faculty Promotion Committee. Committees formed in this way require separate approval by the academic dean and the Provost/VPAA.
- c. The school director will submit the proposed Program Faculty Promotion Committee membership to the academic dean and Provost/VPAA for approval.
- d. The dean will make the candidate's portfolio and relevant promotion criteria available to the chair of the Program Faculty Promotion Committee.
 1. The chair will make arrangements for the portfolio of the applicant and the appropriate promotion criteria to be reviewed by the members of the committee.
 2. The chair will schedule a meeting for all committee members to discuss the applicant and make a recommendation either for or

2. The School Director

3. The College Promotion Committee

- h. The dean, who may consult with program coordinators and school directors, will make a recommendation and forward all documentation to the Provost/VPAA.
- i. Each dean will meet individually with the Provost/VPAA to discuss each applicant from their college.
- j. The Provost/VPAA, who may consult with program coordinators and school directors, will make a recommendation concerning promotion to the President.

The faculty applicant will be informed of the resulting recommendations after review at the college and then at the university levels. At any point in the process, the faculty applicant may choose to withdraw their application for promotion.

6.2.4 Academic Tenure

The purpose of academic tenure is to preserve academic freedom and the integrity of the University by protecting the individual faculty member against capricious dismissal or abuse. Job security of the individual is a corollary benefit but is not the primary purpose of tenure. A faculty member awarded tenure who continues to perform his/her duties effectively can typically expect a continuation in this position. However, tenure is not an unconditional guarantee of lifetime employment. For tenure-track faculty, promotion from Assistant Professor to Associate Professor often coincides with an application for tenure, though not always. Promotion and tenure are separate processes.

The two types of tenure status for full-time faculty at the rank of Assistant Professor or above are tenured and tenure-track. Tenured faculty have been awarded an indeterminate appointment. Tenure-track faculty serve a probationary period while preparing to apply for tenure.

6.2.4.1 Tenure Eligibility

The Board of Supervisors has the ultimate responsibility for hiring academic personnel and for awarding or denying tenure to academic personnel within the colleges and universities under the jurisdiction of the Board. The precise terms and conditions of every appointment shall be stated in writing and be in possession of both the institution and the employee before the appointment begins. Only those faculty members holding degrees recognized as appropriate terminal degrees are considered for tenure in most cases.

Indeterminate tenure is usually earned as part of a full-time academic appointment. The following classes of employee are not eligible for tenure:

- a. Administrators shall not earn tenure, except as members of an academic discipline.

- b. Faculty appointed to the rank of professor or associate professor while being paid from a grant or contract for services such as special lecturer, consultant, or visiting professor may not be given indeterminate tenure, but may be granted limited tenure, not exceeding the duration of the grant or contract.
- c. Part-time/adjunct faculty members do not earn credit toward tenure.
- d. Individuals whose primary employment responsibility is not in the academic

- b. Continuous service includes leaves approved by the ULS Board of Supervisors during the probationary period.
- c. Faculty members whose employment in a tenure-track position begins before January 1 of a given academic year shall count that entire year toward the

application for tenure, as well as his/her assessment during the third-year review, will

the review with the candidate. The school director forwards Third-Year Review Committee feedback to the candidate and retains documentation of the review.

6.2.4.7 Academic Tenure Review Year Timeline

[ULM Promotion and Tenure Timetable](#)

- a. By the first week of September, the faculty member seeking tenure should meet with the school director. The applicant should be provided with information about the amount and type of documentation needed and the application process.
- b. By the third week of September, the school director will form a Program Faculty Tenure Committee. Each committee will elect a chair.
- c. The Provost/Vice President for Academic Affairs (VPAA) will notify the academic deans and school directors of the timetable during the fall semester for the processing of applications for tenure.
- d. By the first week of February, the faculty applicant for tenure will submit a portfolio consisting of a cover letter, application form, vitae and supporting documentation to the dean. The [Promotion and Tenure website](#) provides

- e. After reviewing the submitted portfolio and the relevant promotion criteria, the school director communicates the recommendation.
- f. The dean convenes a meeting of the College Tenure Committee, which will consist of the chairs of all of the Program Faculty Tenure Committees within the college and a tenured faculty member from those programs within the college that did not have a Faculty Tenure Committee. The committee will elect a chair.
 - 1. The College Tenure Committee will follow the procedures as outlined for their college's Faculty Tenure Committee.
 - 2. After review of all previous documentation, the committee chair will communicate committee's recommendation. No suggestions, explanations, or suggestions should be included.
- g. The dean will review all documentation, which now includes the recommendations of
 - 1. The Program Tenure Committee
 - 2. The School Director
 - 3. The College Tenure Committee.
- h. The dean, who may consult with faculty and the school director will make a recommendation and forward all documentation to the Provost/VPAA.
- i. Each dean will meet individually with the Provost/VPAA to discuss each applicant from their college.
- j. The Provost/VPAA, who may also consult with program coordinators and school directors, will make a recommendation concerning tenure to the President.
- k. The faculty applicant will be informed of the resulting recommendations after review at the college and then at the university levels. At any point in the process, the faculty applicant may choose to withdraw their application for tenure.

6.2.4.8.1





discontinuance, the notice requirement shall be at least three months in advance of termination.

- c. At least 12 months before the expiration of an appointment after two or more years of uninterrupted service at the institution. However, in the specific case of program discontinuance, the notice requirement shall be at least three months in advance of termination.

6.4.3 Termination of Service/Discipline of Tenured Faculty

[UL System Policy](#)

Except in cases where termination occurs pursuant to financial exigency or program discontinuance, the faculty member who has exhausted due process procedures at the

[ULS policy](#), “It is a basic principle that every member of the academic staff, of whatever rank, shall at all times be held responsible for competent and effective performance of their duties.” Civil disagreement and a diversity of views are expected, but this debate and dialogue should be respectful at all times not only in person but also in print (e.g. email, social media). In all cases, the faculty should be conscious of their behavior and its consequences. The expectations for faculty further extend to their roles outside the university. Good citizenship, therefore, requires that each faculty member appropriately contribute to their program, school, college, the university, and the community.

7.1.2 Faculty Attendance and Availability

Planned absences must be approved by the Unit Head and other appropriate administrators in advance. It is the joint responsibility of the Unit Head and the faculty member to ensure that arrangements are made for covering instructional and other activities during the period of absence.

7.1.5 Office Hours

Registrar. Advisors are expected to use FlightPath to aid in the advising process. FlightPath allows for electronic documentation of recommended courses. Advisors are encouraged to use the comments feature to provide additional information regarding student interests and career plans, students' progression through their program and progress toward graduation. Students can also log into FlightPath and see their degree plans, courses they have already completed, earned grades and credits, courses needed to graduate, sample course syllabi, and a schedule of course offerings expected over the next five years. Students can also use the "What-If" feature to see how their current credits could apply to other degrees, should they decide to change majors.

7.1.8 Academic Advising and TALON

The University of Louisiana Monroe employs an Appreciative Advising Model to help students progress through their curriculum and find solutions to problems before they become so severe that the student cannot succeed academically. Resources to help deliver quality academic advising are available on the [Clark M. Williams Student Success Center \(SSC\) website](#) under "[University Advising Committee Advising Resources.](#)"

Among those resources is [TALON](#), the ULM-developed system designed to improve student retention and graduation rates and reduce faculty advising loads. An advantage of TALON is that faculty will have more time for student mentoring, career exploration, teaching and research. TALON is used to monitor undergraduate student progression and identify students whose indicators show they have a below-average likelihood of successfully completing their degree requirements. TALON can be accessed through the [myULM portal](#)

7.1.9 Textbook Adoption

The [Textbook Adoption Policy](#) defines the responsibilities of individual faculty members and university administrators for timely ordering of textbooks and other instructional materials. It establishes guidelines aimed at addressing the cost of college textbooks and other instructional materials. Adoption deadlines are usually during early-mid October for Winter session and Spring semester; and early-mid March for Maymester, Summer sessions and Fall semester

7.1.10 Class Meetings

- a. Classes must be held at the hours scheduled through the Office of the Registrar. Written requests to change course schedules after publication must be approved through the school director/program director/department head, academic dean's office and the Office of the Registrar.
 - b. In no instance should a faculty member permanently change the meeting location of a class without approval from the school director/department head/program coordinator and coordination with the Office of the Registrar.
 - c. The UL System requires that a class strive to meet a minimum of 750 minutes for each credit hour earned. To comply with this requirement, three-semester-hour
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and times for making up these examinations are left to the discretion of the instructor, and should be communicated to students in the syllabus.

7.1.11.2 Grades

7.1.12.2 Guidelines for Planning Field Trips

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

7.1.12.3 Administrative Procedures Governing Field Trips

- a. Prior approval of a field trip must be obtained from a faculty school director/department head/program coordinator and academic dean. The request should be made in writing on an official form and submitted to the Vice President of Student Affairs. The instructions and forms may be found on the ULM Forms page ([Student Travel](#)).
- b. University transportation should be requested and utilized whenever available. Operation of these vehicles must be in accordance with University policy.
- c. Transportation expenses may be financed from school travel funds, if approved by the School Director and dean.
- d. The School Director and dean will be responsible for ensuring that travel regulation requirements are met. Please note that students are prohibited from operating University vehicles unless they are employees and certified as university drivers.

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

Instructions and memo template may be found on the ULM Forms page (Academic Affairs).

7.1.13 Equal Employment Opportunity

The University of Louisiana Monroe follows federal law as it does not discriminate on the basis of race, color, national origin, age, retirement status, religion, sex, sexual orientation, citizenship, Vietnam era or veteran status, sickle cell trait; pregnancy, childbirth or related medical conditions, or disability in admission to, access to, treatment in, or employment in its programs and activities. Further, University policy fully embraces equality of opportunity for all employees by affirming that the University will take action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment, i.e., transfer, promotion, recruitment, advertisement, layoff, termination, rates of pay, forms of compensation, tenure, selection for training,

and other employment practices. For more information, see the [ULM Equal Employment Opportunity Policy](#).

7.1.14 Anti-Discrimination, Harassment, and Retaliation

The University of Louisiana Monroe is committed to offering all employees, students and visitors, a campus environment free from all forms of harassment, discrimination, and retaliation. All members of the University community should be treated with dignity and fairness without being subjected to conduct which stifles productivity and hinders academic and professional involvement. For more information, see the [ULM Antihttps://webservices.ulm.edu/policies/document.php?i=61013Discrimination, Harassment and Retaliation Policy](https://webservices.ulm.edu/policies/document.php?i=61013).

7.2 Academic Professionalism

7.2.1 Chain of Command

Faculty members are encouraged to offer suggestions; pose questions, concerns, complaints, or grievances; and seek resolutions first with their direct supervisors. In the case that complaints or grievances involve these direct supervisors, faculty members should seek relief at the next possible higher level of supervision.

7.2.2 Academic Freedom

ULM recognizes that the principle of academic freedom is the cornerstone of the university, offering all faculty members the right to explore fully within their field of expertise or subject matter, as they search for truth. If faculty members are to teach and carry on research effectively, academic freedom is necessary. Both within and outside the classroom, the faculty should demonstrate respect for others' points of view and should refrain from insisting upon the adoption of any particular point of view as authoritative in controversial matters by students or others. The faculty should also exhibit care when interacting with public, making it clear at all times whether they speak as private citizens, as experts on the subject in question, or as institutional spokesperson. While the expertise of faculty is often called upon outside the university, faculty members need to make clear that their opinions are not those of the university.

The following principles are guidelines for faculty with respect to academic freedom and reflect both [ULS Board Policy on Academic Rights, Duties and Responsibilities](#) and the [AAUP's 1940 Statement of Principles on Academic Freedom](#):

1. Instructors and professors are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, with the expectation that professors will adhere to university policies, procedures, and regulations, including compliance with CITI, IRB, and other regulatory systems. Faculty members are expected to be aware of and to follow all rules, regulations, and guidelines, set forth by the Louisiana Board of Ethics. For more information, a summary of the [Louisiana Code of Governmental Ethics](#) is available online.

2. Faculty are entitled to freedom in the classroom in discussion of their subject, but they should avoid the use of offensive language and be careful not to introduce controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be

7.2.4 Social Media Policy

Intellectual exchange, open dialogue, and honest communication are important values at ULM. Adherence to these values is critical in our approach to the utilization of social media. ULM's [Social Media Policy](#) was designed to protect personal and professional reputations, as well as maximize the impact of ULM's promotional opportunities in social media. Employees should use this as a resource for posting content and managing official ULM social media sites. The policy applies to all ULM faculty and staff and the social media accounts associated with schools, colleges, departments, and offices. All social media accounts (existing and new) associated with ULM must be approved through an application process.

In order to safeguard faculty from misunderstandings, the university recommends the

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7.2.6 Receiving Something of Economic Value

complete the mandatory training will result in disciplinary action from ULM, beginning with a letter of reprimand and being ineligible for pay raise or pay adjustment for the calendar year following the year the training was not completed, and ultimately may lead to termination for repeated violations of the policy. In addition, the Louisiana Board of Ethics can impose sanctions for failure to complete the annual training requirement in a timely manner. More information is available at [Louisiana Ethics Administration Program](#). See [HR004.1 Ethics Education and Training Policy](#).

7.2.11 Financial Conflict of Interest

A faculty member has a conflict of interest when he/she, any of his/her family, or any associated entity possesses a financial interest in an activity which involves his/her responsibilities as an employee of ULM. Included in these responsibilities are all activities in which the faculty member is engaged in the areas of teaching, research, service or administration.

Faculty relationships with outside agencies are expected to be conducted with the highest level of integrity. The [ULM Financial Conflict of Interest Policy](#) serves as a guide for employees to “properly structure their relationships with industry and other outside ventures given their position responsibilities” and to ensure that financial conflicts of interest do not compromise research.

7.2.12 Outside Employment

It is recognized that the faculty of ULM is composed of persons with such competence in their fields that their services in a professional capacity may be sought outside the University. A faculty member may have the opportunity, with prior approval of University authorities, to accept outside activities such as consulting for pay during the months of regular employment. Outside employment may not interfere with University responsibilities expected of faculty. Therefore, both the amount of time involved and absence from official assigned duties while rendering outside services are of primary concern. See [ULS Policy on Outside Employment](#)

All outside employment should be compatible with University interests and of such a nature that it will enhance the usefulness of the individual as a professional employee. Responsibility for keeping this kind of activity in proper perspective rests with the individual, school director, dean, and vice president.

In addition, all full-time ULM employees must report annually any conflict of commitment or outside employment for which a salary, retainer, fee, or other remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. Such requests must be approved by the appropriate school director, dean, and university president prior to the faculty member engaging in the employment. Faculty will be notified ahead of time of the annual disclosure date. Absence from official duties and responsibilities requires specific written approval from the school director for each specific occasion. If monies are earned from outside employment, it is University policy that all 12-month employees will take

annual leave if outside monies are earned within the regular 40-hour work week (M-T, 7:30-5:00 and F, 7:30-11:30) and not returned to the University in any manner.

7.2.13 Nepotism

In general, employees from the same budget unit or from the same immediate family although a separate budget unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. The Board may authorize employment of persons from the same economic unit or the same immediate family

If the alleged incident involves harassment, discrimination, sexual misconduct, sexual assault, dating violence, stalking, or retaliation, reporting should follow Title IX guidelines using the [online Harassment, Discrimination, and Retaliation Complaint Form](#). Prior to completing this form, review [ULM's Title IX Policy](#).

Faculty who notice a non-emergency student issue should complete the online Maxient

Fewer than three years	1	8	12	96
Three but fewer than five	1 ¼	10	15	120
Five but fewer than ten	1 ½	12	18	144
Ten but fewer than fifteen	1 ¾	14	21	168
Fifteen or more	2	16	24	192

Annual leave is scheduled with the consent of the faculty member’s supervisor prior to the leave period. Faculty members employed on a nine-month basis do not earn annual leave; they earn “faculty leave,” which is leave granted in lieu of annual leave to faculty members employed on a nine-month basis. Faculty leave is automatically taken between terms and during holiday periods as shown in the official University Calendar. See [ULS Policy FS.III.XXI.-1 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#) for further information.

8.2 Sick Leave

Sick leave is earned by faculty employed on regular full-time appointments at the rate

8.2.1 Sick Leave and Professional Courtesy

Faculty are not expected to remunerate a substitute to teach classes left “uncovered” due to illness. For periods of one week or less, other faculty may be asked to cover the classes on a professional-courtesy basis with no additional remuneration. For periods longer than one week, beginning with the second week, the University will pay “overload compensation” to currently employed SACSCOC-qualified full-time faculty who assume part of the load or will hire part-time faculty as needed.

Actual pay per class will be computed by prorating the expected number of class meetings. Responsibilities will include all performance for which faculty members are accountable and are not limited to the teaching of classes. Activities such as office hours, committee work, and student advising may be included.

8.3 Personal Leave

Nine-month faculty shall be allowed up to two days absence for personal reasons during each academic year without loss of pay. The faculty member requesting personal leave should give notice to his/her school director at least twenty-four hours prior to taking leave. In addition, at the discretion of the appointing authority, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave. Personal leave shall be charged against sick leave and does not accumulate year to year. [ULS Policy on Leave Record Establishment and Regulations](#).

8.4 Funeral Leave

Faculty may be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Funeral Leave is limited to two days on any one occasion. Relatives for purposes of this section include the following: Spouse; Mother; Father; Child; Stepchild; Brother; Sister; Stepbrother; Stepsister; Mother-in-law; Father-in-law; Stepmother; Stepfather; Grandchild; Grandmother; Grandfather; Step-grandmother; Step-grandfather. [ULS Policy on Leave Record Establishment and Regulations](#).

8.5 Military Leave

Faculty who are members of a reserve component of the armed forces of the United States or the National Guard will be granted leaves of absence from their positions without loss of pay, time, sick leave, or annual leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves will not exceed 15 working days in any calendar year. Employees whose appointments extend beyond 15 working days may be granted annual leave or leave without pay in accordance with other leave regulations.

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

Faculty personnel on military leave (or special leave for war-connected service) from institutions under the control of the University of Louisiana System Board of Supervisors will

- e. Refusal by a faculty member to comply with the provisions of the Board of Supervisors Sabbatical policy will result in the forfeiture of tenure and/or employment.
- f. Per Louisiana law, following a leave of absence with pay, a faculty member is obligated to return to his/her institution for at least one year of further service. [\[Acts 1991, 858 \(R.S. 17:3328\)\]](#)

8.9 Public Payroll Fraud

Faculty should be mindful of the relationship between leave and what constitutes Public Payroll Fraud, which is addressed in [Article 7, Tw Tw -38.7 FrrelAr addrsan -0,e \]](#)

9.2 Office of Sponsored Programs and Research

The purpose of the Office of Sponsored Programs and Research is to provide “support for the pursuit of new knowledge, service to the betterment of society, and rewarding collaborations.” OSPR serve the University by facilitating a variety of initiatives and ensuring ULM personnel maintain full-compliance with university policies for sponsored programs, as well as state and federal regulations.” [ULM Office of Sponsored Programs and Research](#)

9.3 Intellectual Property

The University recognizes that academic research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income; however, it also recognizes that Intellectual Properties and discoveries may arise from the activities of faculty, staff, and students in the course of their institutional activities and duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. ULM adheres to the [ULS Intellectual Property and Shared Royalties Policy](#)

10. Faculty Benefits

ULM has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, or death, and help employees plan for retirement, deal with job-related or personal problems, and enhance job-related skills. For complete information regarding benefit programs, please refer to the Human Resources section on the ULM website at. [ULM Human Resources](#)

10.1 Health, Retirement, Flexible Spending, Tuition Exemption

Health Benefits: There are a variety of health insurance plans available to faculty through the Office of Group Benefits. [ULM Human Resources- Office of Group Benefits](#)

Retirement: Faculty are eligible to participate in the Louisiana Teacher Retirement System ([ULM Human Resources- Retirement](#)) or through an Optional Retirement Program ([TRSL Optional Retirement Plan](#)).

Flexible Spending: The State of Louisiana, through the office of Group Benefits, offers a flexible benefits plan for both dependent care and medical care. Premiums and contributions are deducted from faculty’s gross salary before taxes, which could provide a tax benefit. Consult the [Insurance & Health Related](#) website for additional information.

Tuition and Fee Policy: The ULS established an Employee Tuition and Fee Policy as a benefit for all eligible employees of the institutions within the UL System. Employees and their spouses and dependent children may enroll at any institution within the UL System for

11. Faculty Lagniappe

Faculty have access to a number of attractions, services, and events, sometimes at a reduced rate. Some of these include athletics, visual and performing arts, Activity Center membership, campus dining, campus bookstore, free parking in faculty-designated areas.

11.1 Campus Clinics and Other Resources Available to Faculty

Autism Center <http://www.ulm.edu/autismcenter/index.html>

Career Connections <http://www.ulm.edu/careerconnections/>

Counseling Clinic <http://www.ulm.edu/counseling/clinicold.html>

Dental Hygiene Clinic <http://www.ulm.edu/dentalhygiene/>

Kitty DeGree Speech and Hearing Center <http://www.ulm.edu/slp/clinic.html>

Literacy Clinic <http://www.ulm.edu/slp/literacy-clinic.html>

subunits other than the athletic department, are executed through the ULM Foundation. These contributions are received, acknowledged, and managed by the University Foundation, Inc., in accordance with the laws of the State of Louisiana and the policies of

12.5 Approval of University-Wide Email and Memoranda Distribution

Any email or memorandum to be distributed to all employees must be approved through appropriate university channels. [Group E-Mail Policy and Guidelines](#).

12.6 Clean Air Policy

In compliance with Louisiana state law, smoking is not permitted in auditoriums, classrooms, laboratories, and other instructional support areas. In addition, the west side of campus is a smoke-free zone. [Tobacco-Free Policy](#).

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14. Campus Accident or Health Emergencies

In the event of an accident or emergency illness, immediately notify the University Police (Ext. 5350). The University Police can normally determine if the individual needs to be evacuated from the area and by what means or if a visit to Student Health Services (Affinity Health Clinic at ULM) is necessary.

If possible, the University Police should determine the need for an ambulance. If an ambulance is required, the request should be made by the University Police to assure speedy dispatch. The ambulance company will not normally respond to an individual's call from the campus unless the individual is willing to give his name and be held responsible for the ambulance bill. In cases of extreme emergency, it may be necessary for an individual to call for ambulance services direct. Dial 9-1-911. This is a matter of judgement on the part of the individual concerned. Expenses incurred as a result of an accident or illness must be paid by the individual.

15. Emergency Alert System

Warhawk Alert is an emergency notification system that provides instant notification capabilities during a crisis on campus. As a member of the ULM community, you are registered with Warhawk Alert through your ULM-issued email account. To update your information, you can access Warhawk Alert by using your initial log-in information that was sent to you. This information was sent to your university-issued email account (example@ulm.edu).

5-5-2023

The Promotion and Tenure Committee Makes the Following Recommendations:

1. Create a new faculty rank to be entitled Distinguished University Professor, which would be a step above Full Professor. We propose the following definition of the rank:
Distinguished University Professor: This rank is awarded in recognition that a

that such a review should be instituted. If one is to be instituted, we recommend the following:

- a. Post-tenure review should be triggered by existing annual reviews
 - i.

demotion, loss of tenure, termination, or continued remediation.

7. In keeping with recommendations supplied during the strategic planning process, new instructor ranks should be created using the following definitions:

Senior Instructor – Faculty in this non-tenure-track rank must have a minimum of

accomplishments with broader impact and recognition within and beyond the university.

Clinical Professor: These faculty must hold advanced or practitioner degrees in their fields of specialization and have typically ten or more years of professional and teaching experience contributing to knowledge base in their discipline. A

may request the Third-Year Review portfolio and relevant response and supporting documentation. The committee may also request that annual evaluations took place but shall not receive the evaluations themselves and shall not include associated documentation.

If the committee finds the process was not violated, yet the applicant feels there has been discrimination based on equal opportunity issues, the applicant may file a faculty appeal according to the guidelines listed in section 6.2.5 of the Faculty Handbook.

The decision of the President or Board of Supervisors to deny promotion or tenure is not appealable.

10. The Faculty Handbook should be revised to reflect the proposed changes and to render the tenure and promotion process clearer. See the green highlighted sections of attached "Report – Faculty Handbook – Revised 4-28-2023."

Minutes – 2-9-2023

Minutes – 10-11-2022

Present via Zoom: Jeffrey Anderson (chair), James Boldin, Debra Craighead, Jeffery Evans, Janelle McDaniel, Hilary Tice, Sandra Watson

Convened: 4:00 pm

3.

- a. Craighead spoke with multiple nursing faculty members, program directors, all college deans, and the Director of the Library who generally expressed that the timeline currently in place provides ample preparation and turnaround time
- b. Tentative proposals are as follow:
 - i.

Minutes – 12-8-2022

Present via Zoom: Jeffrey Anderson (chair), James Boldin, Janelle McDaniel, Hilary Tice, Sandra Watson

Convened: 3:30 pm

Items Discussed:

- 1) Potential Faculty Handbook revisions
 - a. Reviewed approximately one third of the relevant portions of the handbook
 - b. Committee plans to return to the review in January

Adjourned: 4:27 pm

Minutes – 2-28-2023

Minutes – 3-13-2023

Present via Zoom: Jeffrey Anderson (chair), James Boldin, Hilary Tice, Debra Craighead, Jeffery

Minutes – 3-30-2023

Present via Zoom: Jeffrey Anderson (chair), James Boldin, Janelle McDaniel, Hilary Tice, Debra Craighead, Sandra Watson

Convened: 3:30 pm

Items Discussed:

- 1) Potential Faculty Handbook revisions
 - a. Reviewed approximately most the remaining relevant portions of the handbook, with the exception of the Promotion and Tenure Appeal Process
 - b. Committee plans to complete review via email if possible

Adjourned: 4:56 pm