



2024-25 Faculty Handbook

Revisions approved by Faculty Senate & Provost
& Vice President for Academic Affairs 3/20/2025

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I. Faculty Handbook

1. Purpose of 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](#), the [Human Resources website](#), or other resources, as indicated in the Handbook, for more information on University rules, regulations, policies, and procedures.

2. Handbook Committee

The Faculty Handbook Committee is responsible for reviewing and updating the Faculty Handbook by April 1st of each academic year. 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 the Provost or designee will serve on the committee as an ad hoc member.

3. Process

The Faculty Senate and the Office of the Provost share responsibility for maintaining and overseeing the contents of this document. For any error or omission in the handbook that could cause harm or subject the University and/or any member of the University (faculty, staff, students, etc.) to risk in any form, the error should be reported immediately to the President-Elect so that revision commences immediately. Changes to the Handbook can occur for the following reasons:

a. An editorial change that makes the wording clearer or fixes an error: These changes should be reported immediately to the President-Elect, who will make the change after conferral with President of the Faculty Senate and Provost on appropriateness. The President-Elect will work with Academic Affairs to resolve changes or errors that cause inconsistencies within the handbook (i.e. changes in Internet links, titles, and University structure, etc.) on a continual basis.

b. Changes to federal/state laws or System/ULM policies: The President-Elect should be notified immediately, and actions taken to resolve the matter. After conferral with the Faculty Senate and the Provost on the appropriateness of the change, faculty will be notified by campus e-mail of the change. Revisions should be made in a reasonable amount of time to ensure a clean, efficient document.

c. Annual routine review: Significant changes to faculty handbook policy, regulations, and procedure. Changes must follow the process below:

1. Proposals for significant Faculty Handbook changes may originate from the Faculty Handbook Committee, other University committees, from the Office of the Provost, or from faculty via the Faculty Senate. All

proposals, regardless of origin, will be submitted to the Faculty Senate Executive Committee to begin the review process.

2. The Faculty Senate Executive Committee will discuss the proposal and the Faculty Senate President will charge the Faculty Senate Faculty Welfare Committee for a recommendation.
3. The Faculty Senate will vote on the proposed policy.
4. If the Faculty Senate supports the recommendation, it will be forwarded to the Provost.
5. The Faculty Senate and the Provost will make every effort to reconcile differences.
6. The Faculty Handbook Committee will revise the handbook to incorporate all content changes with approval from the Provost.
7. The Faculty Handbook Committee will generate a memo that is sent to the Faculty Senate and will include both the original and revised sections for approval.

II. Accreditation, Governance, and Organizational Structure

1. Southern Association of Colleges and Schools Commission on Colleges

The University of Louisiana Monroe is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC) to award baccalaureate, master's, specialist, and doctoral degrees.

The University's SACSCOC liaison works closely with the Commission, administration, and faculty to ensure continued compliance with mandated standards. Any questions can be directed to the SACSCOC liaison in the Office of Academic Affairs.

2. Louisiana Board of Regents

The [Board of Regents](#) (BOR), a state agency created by the 1974 Louisiana Constitution, coordinates all public higher education in Louisiana. The 15 volunteer members of the Board of Regents are appointed by the Governor to six-year, overlapping terms, with at least one (but not more than two) regents drawn from each of Louisiana's seven congressional districts. In addition, the Louisiana Council of Student Body Presidents appoints one student member as its representative on the board. Policies and decisions of the Board of Regents are administered by a full-time staff headed by the Commissioner of Higher Education and are located on each division's website.

3. University of Louisiana System

The [University of Louisiana System](#) (ULS) is a public, multi-campus university system that includes nine higher education institutions: University of Louisiana Monroe, Grambling State University, Louisiana Tech University, McNeese State University, Nicholls State University, Northwestern State University, Southeastern Louisiana University, University of Louisiana Lafayette, and University of New Orleans. The ULS

is governed by the [Board of Supervisors](#) for the University of Louisiana System. The board is appointed by the governor with the consent of the Senate (La. Const., Art. 8, Sec. 6.C.). The bylaws and rules of the Board of Supervisors may be found at [ULS Board of Supervisors Bylaws and Rules](#). Policies and Procedures Memoranda are available at [Board Policy & Procedures Memoranda \(PPMs\)](#).

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. Members of the [President's Executive Council](#) serve at the pleasure of the president.

5. Colleges

This is a larger administrative unit of the University that houses faculty, staff, and students that belong to a broad set of related disciplines that have a common mission and purpose. The college and the sub-units within it are authorized to award degrees at the Bachelors, Masters, and Doctoral level. The leadership of a college is provided by a dean who answers directly to the Provost and Vice President of 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 to promote effective and efficient operations and to support strategic initiatives.

6. Schools

This is an administrative unit within a college that houses faculty from a small number of related disciplines. The administrator of the school will be a director who answers directly to the dean of the college. Program directors are part of the school director's staff where accreditation requirements or managerial needs dictate.

7. Programs

This is a unit that houses students pursuing a degree within the school. In most cases, the program will be overseen by a program coordinator who is the faculty member responsible for coordinating advising, scheduling, and curricula for the program.

III. Faculty Senate

The University of Louisiana Monroe Faculty Senate serves as the agency for faculty participation in the governance 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 University's policies and procedures, 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, conforming with the [ULM Faculty Senate Constitution and Bylaws](#). Meeting minutes, current membership, and information regarding the Faculty Senate can be found on the [ULM Faculty Senate](#) page.

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

1. To provide a framework for cooperation between the faculty, administration, and students to accomplish the goals of the University of Louisiana Monroe.
2. To afford each faculty member an opportunity to offer suggestions concerning the development and operation of the University and the improvement of the general welfare of the faculty.
3. To provide a means whereby the administration can refer academic, operational, or common interest matters to a body representing the entire faculty.
4. To provide a means whereby representatives of the faculty can offer recommendations to the administration pertaining to the academic and operational improvement of the University and matters concerning the improvement of the general welfare of the faculty.

1. Executive Board

The Executive Board of the Faculty Senate serves as the primary liaison between the Senate and the administration and is composed of the President, President-Elect, Immediate Past President, Secretary, and Secretary-Elect. The Executive Board creates the agenda for the Senate, coordinates Faculty Senate meetings, and facilitates communication between the Faculty Senate President and the faculty. Additionally, the Executive Board reviews policy changes, recommends senators for University committees, forms Faculty Senate subcommittees, and responds to the concerns of voting faculty members. The Executive Board meets monthly with the Provost prior to when a regular Senate meeting is scheduled.

IV. University Committees and Councils

Shared governance is essential to higher education. Faculty and staff have an opportunity to participate in this process by actively serving as a member of a university committee or council. [The University Committees and Councils](#) are appointed to bring together

responsible people selected from the various departments and divisions, including students, for the general good of the University. Each committee and council have the responsibility of continually reviewing practices and policies in its area of concern, as well as performing specifically designated duties.

V. Faculty

1. The Value of our Faculty

The value of university faculty depends in part upon degrees, years of service, research, publications, scholarly activity, professional service, and other quantifiable factors. It also depends significantly on talent, teaching ability and effectiveness, intellectual curiosity, creativity, enthusiasm, attitude, rapport with students and colleagues, the ability to motivate, professional behavior, and many other intangible qualitative factors that cannot be measured quantitatively. Candidates will be expected to interact productively with other faculty and students and to demonstrate a fair, diligent, and positive attitude toward the functioning of the program and the University; failure to exhibit these qualities may be considered incivility and, as such, grounds for denial of tenure and/or promotion.

2. Definitions

A faculty member is anyone in a position that requires teaching of students, scholarship, creative activity, and/or professional library duties as primary responsibilities. At times, certain faculty members may fill administrative roles, usually designated by a title, course release, stipend or a combination thereof. The administrative portion of their workload will be governed by other policies and procedures of the University; the faculty portion of their workload will follow the policies and procedures in this handbook. Faculty should refer to [ULS policies](#) for greater clarification.

Faculty at ULM will be defined as follows:

3. Full-time faculty

Levels of academic rank recognize progressive levels of achievement and stature within the profession.

a. Tenured/Tenure-track faculty

Assistant Professor: These faculty ordinarily hold terminal degrees in their fields of specialization. Exceptions to this requirement may be made when the faculty member has a master's degree and evidence of outstanding achievements and professional recognition in the person's field of expertise or in response to program need. They must show commitment to teaching, scholarship, and service at the school, college, and University levels.

Associate Professor: These faculty typically hold terminal degrees in their fields of specialization and have an appropriate number of years of professional experience, usually seven years at the University, contributing to the knowledge base in their discipline. The teaching proficiency, expertise, and professional identities of associate professors should become more advanced, more clearly defined, and more widely recognized as their academic careers progress. Typically, as the faculty member's roles and contributions grow, the faculty member establishes a strong record of accomplishments with broader impact and recognition within and beyond the University. They promote commitment to students and the University through consistent demonstration of collegial mentorship and University citizenship and civility as defined in the Academic Responsibilities section.

Professor: These faculty must hold terminal degrees in their fields of specialization and typically have ten or more years of professional experience at the University contributing to the knowledge base in their discipline. A professor is characterized as a leader, mentor, scholar, and expert. The accomplishments of these individuals in the areas of teaching, scholarship, and service will merit regional, national, or international recognition. They provide quality mentorship to their colleagues that advances the academy. They promote commitment to students and the University.

Distinguished University Professor: This rank is awarded for a faculty member maintaining exemplary productivity in teaching, scholarship, and service throughout a distinguished career that brought acclaim to ULM. The faculty members promoted into this rank must hold terminal degrees in their fields of specialization and have ten or more years of experience at the Professor level. They exemplify University citizenship, civility, and commitment to students. Criteria for this rank will be developed through a committee of full professors and will be maintained in the Office of Academic Affairs. As with all promotion criteria, these should be reviewed every five years.

b. Instructors

Instructor: Faculty in this non-tenure-track rank are employed with the primary purpose of teaching. They have an essential role in the University's academic mission of maintaining teaching excellence and meeting the instructional needs of students. Typically, faculty in this rank have earned at least a master's degree or its equivalent in their field of specialization.

Lecturer: Faculty in this non-tenure-track rank must have a minimum of a master's degree or its equivalent in their field of specialization and at least six years of experience teaching at the University; Criteria for this rank will include demonstrating excellence and innovation in teaching and evidence of

contributions to ULM, the community, and/or the profession in service and scholarship. Lecturers will be awarded two-year contracts.

Senior Lecturer: Faculty in this non-tenure-track rank must have a minimum of a master's degree or its equivalent in their field of specialization and five years of experience at the Lecturer level or equivalent. Criteria for this rank will include leadership in curriculum development, innovation, and teaching, as well as evidence of outstanding contributions in service and scholarship of teaching and learning. Senior Lecturers will be awarded three-year contracts.

Distinguished University Lecturer: This non-tenure rank is reserved for faculty who have maintained an exemplary record of teaching and service to ULM over their career. Faculty in this rank must have at least a master's degree or its equivalent in their field of specialization and ten years of experience at the Senior Lecturer level. Criteria for this rank will be developed through a committee of full professors and senior lecturers. These criteria will be maintained in the Office of Academic Affairs. As with all promotion criteria, these should be reviewed every five years. Distinguished Lecturers will receive four-year contracts.

As with single-year contracts, should for any reason an instructor while serving out a multi-year contract be found in conduct justifying discipline for cause, the process listed under [Termination and Discipline for Conduct Seriously Prejudicial to the College or University](#) will be followed.

c. Clinical Faculty

These faculty are essential for instruction, coordinating practice experiences, and supervising students at various practice sites but are not eligible to earn tenure. For details, see [ULS Policy on Clinical Faculty Designations](#). The ranks of Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, and Distinguished University Clinical Professor differentiate between those faculty who have differing amounts of experience and years of contribution to the discipline.

Clinical Assistant Professor: These faculty usually hold advanced or practitioner degrees in their specialized fields with at least one year of specialty training. They must show commitment to teaching and scholarship and participate in school, college, and University service.

Clinical Associate Professor: These faculty must hold advanced or practitioner degrees in their fields of specialization and typically have seven or more years of professional and teaching experience at the University contributing to the knowledge base in their discipline. They must show commitment to teaching and scholarship and participate in school, college, and University service. The

teaching proficiency, expertise, and professional identities of clinical associate professors should become more advanced, more clearly defined, and more widely recognized as their academic careers progress. Usually, as the faculty member's roles and contributions grow, the faculty member establishes a strong record 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 at the University contributing to knowledge base in their discipline. A clinical professor is characterized as a leader, mentor, scholar, and/or expert. The accomplishments of these individuals in the areas of teaching, scholarship, and service will merit regional, national, or international attention and recognition.

Distinguished University Clinical 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. Faculty members promoted into this rank must hold advanced or practitioner degrees in their fields of specialization and have ten or more years of experience at the Clinical Professor level. Criteria for this rank will be developed through a committee of full clinical professors and will be maintained in the Office of Academic Affairs. As with all promotion criteria, these should be reviewed every five years

d. Definition of Special Ranks

[The University of Louisiana System](#) recognizes a variety of special ranks that apply to either individuals whose primary duties are not necessarily instruction or who are temporary/part-time employees. These are:

Visiting faculty: Courtesy titles assigned to academic personnel in certain areas of employment at ULM. Individuals are assigned to such ranks for temporary, short-term (non-tenure track) appointments. These special ranks are listed in [ULS policy C-III](#) as follow:

1. Visiting Assistant Professor
2. Visiting Associate Professor
3. Visiting Professor

Research Faculty: These faculty are appointed to positions devoted to research rather than instruction. The position may be at irregular intervals and be made full-time or part-time for extended periods of time.

Professional in Residence: These faculty are professionals appointed to instructional positions that do not earn time toward tenure. The position may be at irregular intervals and be made full-time or part-time for extended periods of time.

e. Emeritus Status

The honorary title of emeritus is awarded after retirement to faculty who have made distinguished professional contributions and have served significant portions of their careers at the Institution. The purpose of the [Emeritus Policy](#) is to recognize and honor, in retirement, those faculty who have rendered significant distinguished academic service to the University.

4. Part-time or adjunct faculty

An expert in a specific field appointed to give instruction on a part-time basis (less than a 0.75 full-time equivalent).

5. Endowed Professorships/Chairs

The awarding of endowed professorships/chairs promotes excellence in higher education and enhances the economic development of Louisiana. Endowed [Professorships/Chairs](#) are intended to meet the needs of widely varying disciplines and academic units in various ways, described in the linked policies.

6. Remote faculty

The needs of the University and its students require vibrant faculty involvement on campus, and most faculty will serve in roles that require their physical presence in University facilities. Nevertheless, the needs of some programs allow or even encourage faculty to work remotely. The following are the key guidelines followed to determine when such arrangements are appropriate.

Potential justifications for remote work

1. Program is entirely online or is converting to online
2. Vital faculty are unavailable to work on campus and must be hired to work remotely
3. Faculty experience temporary or permanent circumstances that render on-campus work impracticable
4. Faculty opportunities or responsibilities, such as research, recruiting, or the like, require them to work remotely

a. Hired as Remote

Most permanent remote faculty will be hired as such, which will be indicated in the position announcement and in relevant new-hire paperwork. Designations for remote faculty must be recommended by the program and approved by the dean and the Provost.

b. Converted to Remote

Faculty may apply to be designated as remote faculty. Requests will originate from the programs or schools, and approvals must be granted by the dean and the Provost. In cases where faculty are designated as remote, they will no longer retain offices, personal research spaces, and the like at the University, unless approved by exception through Academic Affairs.

Requests will be considered on the following bases:

1. Justification for conversion to remote faculty
2. Program needs, specifically whether the program can operate effectively with the faculty member moving wholly online
3. Effectiveness of online teaching for the subject matter and by the faculty member
4. Faculty roles outside of the classroom
5. Whether the move warrants permanent remote status or should be temporary instead

c. Expectations for Remote Faculty

All remote faculty are expected to contribute to the University in a manner commensurate with those in equivalent on-campus positions. This is especially true of those in tenured and tenure-track positions. It is important to note that duties will not always be identical. For instance, permanent remote faculty—who have no physical presence on campus—have the option, but cannot be required to take part in activities such as:

1. Marching in commencement
2. Serving on committees that only meet in person
3. Overseeing Recognized Student Organizations that operate primarily in a campus setting
4. Serving in other roles that require or are best served by someone physically present

Though remote faculty are not appropriate for all roles, they must have a workload equitable to those of their peers as defined by the Faculty Workload Policy. As the needs of each program differ, often profoundly, each program must consider tenure and promotion guidelines while selecting and deploying remote faculty.

VI. Faculty Appointments

1. Hiring Procedures

Human Resources coordinates all faculty searches to provide as much flexibility to the individual program as possible if their recruitment is consistent with generally accepted management principles and legal guidelines. See the [ULM Hiring Procedures](#) for specific guidelines and a checklist.

After the employment recommendation has been approved by the Dean, the Provost, and the President, Human Resources will make the official offer to the selected candidate and

handle all negotiations. Human Resources will be responsible for onboarding the candidate and will work with the program to schedule the check-in process on the first day of employment.

a. Appointment letters

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 a faculty member is appointed, including promotion, award of tenure, change in title, rank, status, salary and special assignments.

b. Appointment periods

Fiscal Year or 12-month Appointments: Fiscal year appointments begin July 1 of any year and end June 30 of the next year.

Academic Year or 9-month appointments: Appointments begin the first day of fall faculty activity week and conclude the day of Commencement in the spring semester. Faculty are expected to be available on campus or by phone until the Registrar reports that grading has concluded for both the fall and spring semesters, indicating that all grades have been submitted. Faculty will participate in one of the commencement ceremonies for their respective colleges each academic year.

Part of Term Appointment for adjunct/part-time faculty: Faculty appointment begins the first day of classes for each term and ends the day grades are due for the respective term.

Wintersession Appointment: A faculty appointment beginning on the last day of the fall term and ending before the first day of class in the normal spring semester. In terms of student records, Wintersession is considered part of the spring term.

2. Faculty Workload and Responsibilities

A faculty member's workload is more than just teaching, as research, creative activities, and service to the institution are also integral components that are described below. This is recognized within [UL System policy](#), which states that "typical workload expectations for faculty will include instruction, scholarship, and service commensurate with the mission of each institution. The only specific dictum is at least 24 semester credit hours, or equivalent, of undergraduate instruction each academic year. System policy anticipates exceptions and adjustments, such as higher minimums for faculty who are engaged in instructional activities only, and allowance of lower instructional assignments for scholarly activities and other factors such as 'special accreditation requirements, nature of the subject taught, number of different preparations, number of students taught, level of course (undergraduate, graduate, or mix) other special assignments, etc.'"

At ULM, the faculty workload is approved by the Dean and the Office of the Provost out of respect for the diverse missions and operations of the various academic units. Guidelines presented in the ULM Faculty Workload Policy were developed to ensure equitable deployment of faculty.

3. Faculty Administrator Salary

A few individuals holding faculty rank will also have duties as administrators, such as Provost, dean, and director. These faculty serve in these roles at the pleasure of the President, and reappointment to them must occur annually before the start of the fiscal year. Both the initial appointment letter and subsequent reappointment letters will list the rate of pay for the individual and give a breakdown of it in terms of faculty salary and administrative stipend. Job duties and responsibilities will be assigned to each of these positions, and annual evaluations will be performed by their supervisors based upon these duties and responsibilities. The [Faculty Administrators Policy](#) addresses the terms and conditions which govern the salary of a faculty member making the transition to a faculty administrator and vice versa.

VII. Academic Responsibilities

Upon becoming a member of the ULM community, everyone commits to the University. Those who accept full-time and part-time appointments are expected to accord the University their primary professional loyalty. Faculty members are central to the University and serve as scholars pursuing the search for knowledge, as teachers instructing and advising students, and as professionals contributing special knowledge and skills through professional service and community participation. In the performance of all these functions, faculty members are held accountable to the University in accordance with state and federal laws and with policies and procedures established by the Board of Regents, UL System, Academic Affairs, each College, and Unit.

1. Citizenship and Civility

Good citizenship requires that each faculty member appropriately contribute to their programs, school, college, the University, and the community. ULM encourages all community members to show willingness to engage with each other in positive, collegial, and professional ways. University citizenship includes participating in University, college, and school/program-sponsored events and recruiting activities; attending faculty meetings; following University policies; and practicing mentorship, collaboration, and good rapport with students. Hostile behaviors not only violate the University's tradition of respect for others, but they also undermine rational discourse and interfere with the educational process. As members of a community of scholars, faculty enjoy the freedom to search for the truth in their various disciplines, but they also have certain responsibilities to their colleagues and ULM. Indeed, according to [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.

2. Faculty Participation

Faculty calendar responsibilities in the Fall and Spring semesters begin with the first day of the semester's faculty activity week and end on the day of Commencement for each semester. Faculty responsibilities during intersessions begin with the first day of classes and end the last day grades are due. Furthermore, while the University is open during the academic year, faculty need to be available either in person or through electronic means for any grade issues or student appeals.

Faculty are required to keep scheduled consultation hours (formerly known as office hours) until the Registrar closes grade submission in the semester in which they teach, to be available for consultation with students, and to attend College/Departmental meetings as scheduled. Also, faculty are expected to follow the published final exam schedule, unless written permission is granted by the dean.

Formal participation in Fall and/or Spring Commencement is considered part of a faculty member's contractual responsibilities. Faculty will participate in one of the commencement ceremonies for their respective colleges each academic year.

3. Faculty Meetings

Meetings of the faculty may be called by the President, Provost, dean, or school directors necessary. Each full-time member is expected to attend except for illness or unforeseen emergency. Teaching assistants and part-time faculty members are not required to attend general faculty meetings. At times, teaching assistants and part-time faculty members will be requested to attend faculty meetings due to the urgency or necessity of the

information being shared. These meetings will generally be identified and scheduled prior to the start of each semester, but urgency may necessitate shorter notification times.

4. Committee Service

Faculty are expected to serve on committees as part of their academic service. See the Faculty Workload Policy for details on the weighting of committee service relative to other duties.

5. Faculty Absences

A faculty member is expected to meet their classes for instruction, examinations, and clinical and laboratory experiences, according to the course schedule and the University Calendar, except when prevented by illness, other unavoidable causes, or when absent on authorized travel. A faculty member's supervisors must be notified of unplanned absences in advance of the class or event, or as soon as possible, so that appropriate course coverage can be assigned.

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

6. Consultation Hours

As part of good instructional policy, faculty are expected to be available to meet with students during consultation hours to answer questions, mentor, and to help with career planning. Each semester, faculty must include a statement on availability and contact information in their course materials and post their current availability and teaching schedule on their door or wall outside their office. Additionally, they must provide their consultation hours schedule to their supervisor. Consultation hours should be held with diligence. As a general guideline, 10 hours per week of consultation hours is an average. Faculty should work with supervisors to define an amount commensurate with the faculty member's workload.

a. Consultation Hours Policy

1. Faculty members teaching a full-load Fall and Spring semesters are required to designate consultation hours each week. The number of hours will be determined by Workload Policy and should be spread throughout the week. Some may be virtual.
2. Consultation hours will be made available during Final Exam week.
3. Faculty members teaching summer sessions should set aside time for consultation hours, depending on program policy.

7. Class Records

Each faculty member must keep current records of grades and materials in the learning management system (LMS), regardless of teaching modality, in a self-explanatory manner that a third person (such as an attorney or a judge) should be able to interpret the records and understand exactly how the final grade was determined. At any time, the supervisor must be able to obtain records from the previous five years.

Faculty members separating from the University or not teaching during any given semester must submit class records to their immediate academic supervisor. All part-time faculty members and graduate assistants must submit their records to the supervisor at the end of each semester or summer term, even if they are returning the next semester.

8. Travel and University Sponsored Events

1. Prior approval of travel must be obtained from a faculty supervisor 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 (See [Student Life Forms, Travel Information, and Controller's Office Forms](#)).
2. University transportation should be requested and utilized whenever available. Operation of these vehicles must be in accordance with University policy.
3. Transportation expenses may be financed from school travel funds, if approved by the school director and dean.
4. 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.
5. 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).

9. Advising

a. Philosophy

Advising is designed to equip students with the information and mentorship that students need to be successful. In part, faculty do so by monitoring advisees' academic progress and guiding them as they prepare their schedules. They are also key to helping students determine their career paths and otherwise prepare them to thrive in their lives after college.

b. System

Advising will be conducted using Degree Works.

c. 90-Hour Review

Advisors of all undergraduates attaining 90 hours toward their degree are required to perform a degree audit to assure that the student is on track for graduation in their final 30 hours.

d. Early Alert

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 Clarke M. Williams [Success Center \(SSC\) website](#) under [University Advising Committee: Advising Resources](#).

e. Assignment

Each college has a process for advising and assigns faculty advisors in BANNER. Changes of major are processed in the SSC or in the college into which the student is changing so that advisor assignments can be made in BANNER.

Faculty within graduate programs advise graduate students. Processes associated with that advising are program-dependent and are provided in the program's section of the University's Graduate Catalog or are available through the school's graduate program supervisor.

10. Learning Management System (LMS) Usage

All faculty are required to use the learning management system adopted by the University. Minimal use of the LMS includes:

1. The gradebook is the repository for all students. This does not preclude faculty from handing out grades physically provided they are entered into the gradebook as well. The gradebook should allow a noneducator, such as a judge, to easily determine how a final grade was determined for any student enrolled.
2. Attendance in accordance with ULM attendance policy
3. Course syllabus
4. Class schedule with modality indicated
5. Instructor contact information
6. Consultation hours

11. 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 Summer and Fall semester.

12. Class Meetings and Schedule

Courses are delivered in a variety of formats at ULM. All classes must be held according to their stated course delivery format and changes or additions from the pre-determined meeting times and locations must be approved beforehand by the school director and the Office of the Registrar. Because final exam time is factored into the required amount of time for all classes, the delivery of a final exam is required for all classes with the exception of a few specialized courses, such as labs and studios. Faculty are required to follow the published final exam schedule, unless written permission has been granted by the dean.

13. Syllabi

Each faculty member is expected to produce a syllabus with clearly defined requirements for each course. The syllabus template can be found at the [forms database under academic affairs](#). The syllabus should be located on the learning management system, filed with the school director, and distributed to each student no later than the second day of class. An updated syllabus must be given to the class if any changes are made that impact calculation of grades.

14. Class Attendance/ Makeup Examinations

Per [University Catalog](#) and ULS policy, all students are required to attend and participate in class regularly, and faculty are required to ensure that students are attending the course in a manner appropriate to the delivery method. The syllabus must explain what is required of students in terms of attendance and participation, how excused absences will be accommodated, and how absences will affect the final grade. Professors shall accept an official University excuse. With the following exceptions, professors are to determine whether absences are excused or unexcused: 1) Absences arising from authorized trips away from the University or from special duties at the University shall be excused. 2) Absences arising from a student's confinement in a hospital or other in-patient facility or doctor's excused absences shall be excused. Students are responsible for providing documentation to the faculty, which will be verified. 3) Absences arising from a death in the immediate family shall be excused. The immediate family is defined as spouse, child, step-child, mother, father, sister, brother, grandmother, grandfather, step-mother, step-father, step-brother, step-sister, aunt, uncle, mother-in-law or father-in-law.

The means and times for making up missed assignments due to excused absences are left to the discretion of the instructor, but they must be allowed. Veteran's attendance regulations are included in the Standards of Progress for Veterans. These

standards are issued periodically by the Office of Veterans' Affairs, under the direction of the Office of the Registrar. Contact the Office of the Registrar for information on Standards of Progress for Veterans or visit the [ULM Veterans Affairs](#) page. Students must not be penalized for excused absences.

15. Grades

Grades and the grading process are major components of a University's academic standards. An important professional obligation of a University professor is the determination of grades. Grades communicate to the academic community and to the community at large a certified level of academic achievement and provide feedback for students to evaluate individual progress.

Faculty members are expected to inform classes in the syllabus of the basis for determining final course grades. The grading policy must be clear and listed on the course syllabus and in online course materials. Faculty should be mindful of best practices related to effective grading as it should:

1. Have appropriate scope, depth, and degree of difficulty for each course;
2. Incorporate controls to ensure that students have proper academic qualifications for enrolling in each course;
3. Allow adequate measures of performance; and
4. Allow for proper documentation in the LMS

Student progress reports and submitting grades: Faculty are expected to respond in a timely manner to requests for student progress reports, such as Grades First and athletics progress reports, and submit midterm and final grades in Banner ahead of the Registrar's published deadlines.

Final Examinations: Final examinations are integral parts of the instructional program and should be given in all courses, unless an exception is approved by the dean or those that normally do not have a final exam (ex. internship, practicums, labs). Faculty are expected to adhere to the final examination schedule as published by the [ULM Registrar's Office](#) each semester. Deviations from that schedule must be approved by the dean.

Grade Appeals: ULM and its faculty are dedicated to the accurate reporting of grades. In the case that a student has concerns regarding his or her final grade in a course, the student should first consult with the instructor of record. If the grade was reported in error, the faculty member can correct the grade through the Registrar's office. If there is reason to believe that the student was unfairly evaluated, the student may appeal by following the [Course Grade Appeal Policy](#). Faculty should endeavor to diligently resolve the issue expeditiously.

16. Curriculum Development and Approval

New courses, concentrations, minors, majors, and other curricular changes are routed through the [Undergraduate Council](#) and [Graduate Council](#).

17. Student Sanctions and Appeals

See the [ULM Code of Student Conduct](#) in the current Student Handbook for details.

18. Artificial Intelligence Usage

ULM's mission to prepare individuals to "compete, succeed, and contribute to an ever-changing global society" requires that faculty address the presence of artificial intelligence (AI) and its potential use in their courses. While it is vital that students develop their discipline-specific skills, the benefits and drawbacks of AI usage will vary widely across majors and even individual classes. For that reason, instructors are responsible for determining how AI may or may not be used in their classes. Each syllabus must include a statement that explains acceptable and unacceptable uses of AI. In cases where AI is restricted or banned, its inappropriate use should be documented and penalized as would other academic integrity issues through an Academic Integrity or Professional Program Violations Reporting Form.

Faculty are encouraged to explore the possibilities of AI in their respective professional arenas.

VIII. Professionalism

1. EEOC, Anti-Discrimination, Harassment, and Retaliation

a. Equal Employment Opportunity

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

b. Anti-Discrimination, Harassment, and Retaliation

For more information, see the [ULM Anti-Discrimination, Harassment and Retaliation Policy](#).

2. Organizational Structure

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 level of supervision.

3. Grievance Policy

Faculty will follow the [Unclassified Employee Grievance Procedure](#) in seeking resolution to complaints, grievances, or appeals (outside of tenure). This procedure is for the benefit of faculty members if complaints or grievances occur during the course of employment at ULM. It is in the interest of a faculty member and the University to have problems resolved in a timely manner. When employment-related problems occur, professional dialogue and open discussions are encouraged first between the employee and the employee's immediate supervisor.

The procedure is intended to cover all types of grievances on behalf of faculty that are not covered by the Anti-Discrimination and Harassment Policy or the Tenure Appeals process. An effort will be made to resolve problems as expeditiously as possible.

4. 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 the 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 clearly stated in writing at the time of the appointment.

3. College and University faculty are citizens, members of a learned profession, and officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. At all times faculty should strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate that they are not speaking for the institution.

5. 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 following:

1. On personal sites, if you identify yourself as a ULM faculty or staff member online, be clear the views expressed do not necessarily reflect those of the University. While faculty and staff certainly possess freedom of expression in their personal sites, it is imperative to always remember their association with ULM.
2. Be thoughtful in your postings. If you would not say it at a conference or to a member of the media, do not post it online.
3. Share positive news about your department.
4. Be concise in posting. Social media updates should be brief and written in a conversational style.
5. With University accounts, post fresh content 3 to 4 times a week, never exceeding twice a day. Research indicates fans can grow weary from excessive posting.
6. Do not delete comments simply because they are negative. Instead, respond to those comments through an open and honest dialogue.

6. Academic Misconduct

ULM is strongly committed to fostering an environment in which the pursuit and expansion of knowledge will occur. Doing this requires all faculty, students, and staff to maintain the highest standards of integrity in scholarship and research.

Fraudulent or deliberately misapplied scholarship can have severe, costly, or fatal consequences to the individuals involved, the University, and the community.

Among the more serious examples of academic misconduct are:

1. purposely misrepresenting proposals, data, procedures, data analysis, or results,
2. willful misuse of resources,
3. plagiarism, improprieties of authorship, or misappropriation/misattribution of data or ideas, and
4. willful falsification or fabrication of data and presentation of such data as experimentally and scientifically sound or accurate.

To protect the public and to continue pursuing discoveries and breakthroughs, ULM will practice honesty, integrity, and vigilance, and will respond appropriately, especially regarding whistleblowers and retaliation. In investigating possible cases of misconduct, though, it is important to distinguish honest errors and/or differences in the interpretation of data from these sorts of misdeeds.

Prevention of academic misconduct is ultimately more effective than punishment of misconduct which has already occurred. In support of this, all researchers must complete courses on Responsible Conduct of Research through CITI before beginning work on projects, and every two years to refresh knowledge of research protocols.

All accusations of misconduct will be handled first by the Chief Innovation and Research Officer, who will immediately assess the allegation, simultaneously documenting and maintaining records of the investigation. If the accusation is supported by sufficient evidence, and it involves research, it will be adjudicated according to the [Research Misconduct Policy](#). Due process will be followed, as outlined in the policy, and administrative action, if necessary, will follow policy guidelines. If the accusation is supported by sufficient evidence, and it does not involve research, the case will be referred to an *ad hoc* faculty appeals committee, which will convene an investigation and report findings to the Provost and President.

IX. Evaluations

The evaluation policies of the University should contribute to excellence and personal accountability. An equitable and widely understood evaluation system for faculty and administrators ensures that considerations of academic quality will be the basis for academic personnel decisions.

1. The Faculty Activities Database (FAD)

The [FAD](#) is used to store information about each faculty member's professional activities. The information contained in the database is used each year as part of the annual evaluation process, and administrators can access it when they need summary information for annual or accreditation reports. Faculty members must fully update their FAD before commencing their self-evaluation every year. Failure to keep FAD data current should be considered in a faculty member's evaluation.

2. End of Course Evaluations

Student evaluations are a tool for faculty to continually improve as teachers and mentors. These may also be utilized as part of annual evaluations.

3. Annual Evaluations

Annual evaluations for full-time faculty will occur during the last two months of the spring semester.

a. Expectations and Evaluations

Faculty evaluation contributes to academic excellence and informs the tenure and promotion process. Evaluations should be referenced in the tenure and promotion portfolio. Referencing these materials helps ensure that considerations of academic quality will be the basis for academic personnel decisions.

ULM follows the University of Louisiana System's [Review of Faculty Ranks Policy](#), which states, "a reputable university depends on faculty excellence in teaching, research and service. To promote excellence, all members of the faculty should undergo evaluations to ensure that their 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 the setting of benchmarks agreed upon by the faculty and their director at the beginning of each academic year, a self-evaluation submitted near the end of the academic year addressing the said benchmarks, student evaluations, and an administrative evaluation by their director or immediate supervisor. The administrative evaluation, which must include a review of the faculty member's self-evaluation and their meeting of the agreed-upon benchmarks, will be the definitive measure of faculty performance for annual review purposes. Areas of evaluation include teaching, research and scholarship, and service. Each program develops appropriate criteria for the three categories, keeping in mind that standards and expectations may differ by discipline. The criteria are set and approved by each program with oversight by the Dean of the College. Criteria should be reviewed at a minimum every five years to ensure currency of expectations.

Teaching: Each program should develop teaching expectations or guidelines for faculty related to tenure and promotion. Supervisor's evaluations, student evaluations, and, in some academic areas, where applicable, faculty peer-review, contribute to the evaluation of teaching. Faculty should exhibit demonstrable competence and diligence in the classroom, effective teaching strategies, learning assessment, and productive student interactions. Faculty should also adhere to University classroom and course policies, keep scheduled consultation hours, and participate in University-sponsored faculty development.

Scholarship: Each program should develop research and scholarship expectations or guidelines for faculty related to tenure and promotion using the Boyer Model of Scholarship as a guide. Examples are peer-reviewed publications/submissions, research and professional presentations, grant applications, creative works, and other discipline-related activities, such as reviewing, editing, curriculum development, and advanced clinical practice.

Service: Each program should develop service expectations or guidelines for faculty related to tenure and promotion. Faculty shall serve upon university, college, school, or program committees and effectively mentor and advise students. Faculty shall also participate in discipline-related community professional service.

Components of Annual Reviews

Benchmarks: During the annual evaluation, faculty in conjunction with their director or immediate supervisor will establish goals and expectations for their annual workload.

Self-Evaluation: The faculty member will submit a discipline-specific self-evaluation to the immediate supervisor. The faculty member must complete an assessment of achievement of the academic year's benchmarks.

Administrative Evaluation and Conference: The immediate supervisor reviews the documents submitted by the faculty, completes a written evaluation, and schedules a conference with the faculty member to discuss the evaluation. Frank discussions of performance, based upon actionable feedback for improvement, are essential for this conference to be useful.

4. Third-year Evaluations or Mid-tenure review for Tenure-track Assistant Professors

The third-year review timeline mirrors that of promotion and tenure but ends at the step at which the school director would make a recommendation. During the third year of the

tenure process, the school director initiates a comprehensive review of the candidate's progress toward successfully attaining tenure/promotion. The school director notifies the candidate in writing that the third-year review has begun. The candidate is encouraged to review archived examples of tenured/promoted faculty application portfolios. The candidate constructs a portfolio that parallels the structure and content of a tenure/promotion review portfolio, reflecting their progress toward tenure/promotion. During this time, the school director forms a Third-Year Review Committee of at least three tenured/promoted faculty members. Some programs may choose to use their Faculty Tenure Committee as their Third-Year Review Committee.

After the faculty member submits the third-year review portfolio, the faculty mentor or mentors, school director, and the Third-Year Review Committee review the documents for breadth and depth.

The Third-Year Review Committee will provide written and verbal comments about strengths, issues of concern, and/or issues that require attention during the final three years. By the end of the spring semester, the school director will discuss the review outcome with the candidate. The school director forwards Third-Year Review Committee feedback to the candidate, discusses findings with the dean, and retains documentation of the review.

5. Administrator Evaluations

Faculty have an annual opportunity to formally and anonymously evaluate their immediate supervisors and other administrators, which may include school directors, associate deans, deans, the Provost, and the University President. Faculty may be asked to participate in an evaluation for one or more administrators. The administrator and administrator's direct supervisor receive the cumulative evaluation. The director, dean, Provost and Vice President, or President will conduct the annual evaluation of each administrator under his/her direct supervision and will notify the administrator in writing of the summary of the evaluation.

X. Promotion and Tenure

1. Tenure

a. Definition

Tenure is an academic appointment that provides faculty with job security, protecting them from dismissal without just cause after a probationary period and a rigorous evaluation of a faculty member's teaching, research, and service contributions. 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.

b. Guidelines

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 institution shall state in writing the precise terms and conditions of every appointment and those terms will be provided to the employee before the appointment begins.

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

1. Administrators shall not earn tenure, except as members of an academic discipline.
2. 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.
3. Part-time/adjunct faculty members do not earn credit toward tenure.
4. Individuals whose primary employment responsibility is outside Academic Affairs and who teach no more than five semester credit hours per semester do not earn credit toward tenure.
5. Temporary faculty members who teach full time for one or more semesters or years and obtain temporary appointments do not earn credit toward tenure during their temporary appointments, unless otherwise negotiated in the process of being subsequently hired as tenure-track faculty.
6. Faculty members in the instructor ranks do not earn credit toward tenure.

Probationary Periods: The probationary period for tenure consideration varies by rank. Years of service are counted beginning with the individual's first full-time fall semester.

Credit Toward Tenure: Credit toward tenure must be negotiated during the hiring process. The terms must be captured in writing and approved by the Dean and the Provost. A copy of this document must appear in the tenure portfolio as evidence.

Appointment to Assistant Professor: Full-time academic personnel initially employed at the rank of assistant professor will serve a probationary period not to exceed six years of continuous service, except in approved cases of Family and Medical Leave, leaves of absence, or serious disruption of the academic system by war, disaster, epidemic disease, or the like. See the [Tenure Clock Suspension Policy](#) for details on applicability and the approval process. To calculate the tenure review year, faculty should add five years to the first academic year tenure track begins. During the fifth year of continuous service (probationary period), the Dean will notify the faculty member of their eligibility to apply for tenure. Then, the faculty member assembles their application with supporting documentation for submission during the next academic year.

Appointment to Associate Professor: Faculty members first employed at the rank of associate professor will serve a probationary period of one to four years.

Appointment to Professor: Faculty members initially employed at the rank of professor may be granted tenure upon appointment, or, at the discretion of the institution, may be required to serve a probationary period of one to four years.

Special Circumstances

1. For the probationary period, credit may be given for prior service at other institutions with the mutual consent of the University and the ULS Board of Supervisors.
2. Continuous service includes leaves approved by the ULS Board of Supervisors during the probationary period.
3. 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 total number of probationary years. Those faculty whose employment begins on or after January 1 of a given academic year shall receive credit for all teaching, research, and service completed during that year, but the tenure probationary period will not begin until the start of the following fall semester. For example, an Assistant Professor begins employment in August 2018; tenure review year is 2023-24. For an Assistant Professor who begins employment January 2019, however, the tenure review year is 2024-25.
4. In exceptional cases, the University may recommend tenure for extraordinarily meritorious faculty members before completion of the stipulated probationary period.

c. Criteria

Each school should develop its tenure criteria in teaching, research/scholarship, and service, and the school director and dean of the college must approve the criteria. These criteria must be reviewed by the faculty every five years at a minimum. Any changes

must be approved by the school director and dean. The faculty, school director, and dean will implement any changes. Should impasses arise, the criteria along with the arguments will be submitted to Academic Affairs for review and final decisions. The criteria in force when a faculty member is hired will be those used to assess the application, unless the faculty member requests to transfer to updated criteria. Annual evaluations, reflective of the faculty member's applicable tenure criteria, should be carefully considered in the assessment of an application for tenure.

School criteria are minimum requirements; their achievement does not imply automatic tenure. The record of a successful candidate, therefore, should demonstrate sustained productivity.

d. Process

Seeking tenure begins upon appointment to a tenure-track faculty position. The school director will appoint a tenured faculty mentor for each newly hired tenure-track faculty member who will work with the school director to advise the tenure-track faculty member throughout the process. The tenure-track faculty member will also participate in a third-year review process to assist with progress toward tenure. The tenure application and associated procedures are significant events in the overall process of faculty development.

e. Faculty Mentors

Early support and mentorship should result in substantial input from the faculty mentors to colleagues during the pre-application period. Every school director will identify and appoint each newly hired tenure-track employee a faculty mentor, or multiple faculty mentors (not exceeding three), during the first semester of employment. The school director will mainly serve in an administrative capacity in this process and will not be an appointed faculty mentor for any tenure-track employee. This is because the school director has a lone recommendation in the tenure process and avoids bias.

All faculty mentors for tenure-track employees will meet the following criteria:

1. Tenure-track faculty mentors are appointed from the individual's specific discipline. If potential mentors do not exist in the same discipline, the school director, in collaboration with the mentee, will appoint a mentor or a group of mentors.
2. Faculty mentors must be tenured.

The faculty mentors serve in an advisory capacity to their assigned tenure-track colleague from the first semester of hire through the tenure and promotion process. The school director will appoint the faculty mentor or one faculty member from the group of mentors as a member of the Faculty Tenure Committee.

f. Academic Tenure Review Timeline

[ULM Promotion and Tenure Timetable](#)

1. Academic Affairs will notify the academic deans and school directors of the timetable during the fall semester for the processing of applications for tenure.
2. 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.
3. By the third week of September, the school director will form a School Faculty Tenure Committee. The committee will elect a chair, or the chair will be appointed by the School Director. The Dean will form a College Faculty Tenure Committee. The committee will elect a chair, or the chair will be appointed by the Dean.
4. 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 Office of Academic Affairs provides additional information about the portfolio and the process, which can be found at the [tenure webpage](#).
5. Confidentiality will be maintained at all levels of the procedure.

g. Procedure

The procedure for evaluating a faculty member's application for tenure will be the one in force at the time of application, though evaluation criteria will remain in force at the time of the applicant's hiring. If significant changes have been made in tenure criteria, the applicant can request to be evaluated under the current criteria. To change criteria, a faculty member must petition the school director in writing. The school director's approval must be included in the portfolio.

1. The school director will appoint a School Tenure Committee, comprised of all tenured faculty from the applicant's school. If program directors evaluate their faculty, they will submit a letter of their opinion to their school director but may not serve on any tenure committee for that faculty member.
2. If there are not at least three tenured faculty in the applicant's discipline or related discipline, the school director will identify other tenured faculty members from closely aligned programs/disciplines to serve on the School Faculty Tenure Committee. Committees formed in this way require separate approval by the academic dean and Academic Affairs. Unless requested by the applicant, these faculty should not hold the administrative ranks of program or school director. No one with the title of dean, vice president, provost, or president may serve on tenure committees.

3. The school director will submit the proposed School Faculty Tenure Committee membership to the academic dean and Academic Affairs for approval.
4. The dean will make the candidate's portfolio available to the chair of the School Faculty Tenure Committee.
 - a. The chair will arrange for the applicant's portfolio and appropriate tenure criteria to be reviewed by the committee members.
 - b. The chair will schedule a meeting for all committee members to discuss the applicant and make a recommendation either for or against tenure.
 - c. The chair communicates the committee's recommendation. No explanations or suggestions should be included. Likewise, vote counts should be excluded from such communication.
5. After reviewing the submitted portfolio and the relevant promotion criteria, the school director communicates the recommendation.
6. The dean convenes a meeting of the College Faculty Tenure Committee, which will consist of the chairs of all the School Faculty Tenure Committees within the college and a tenured faculty member from those schools within the college that did not have a Faculty Tenure Committee. The committee will elect a chair, or the chair will be appointed by the Dean.
 - a. The College Faculty Tenure Committee will follow the procedures as outlined for their college's Faculty Tenure Committee. These procedures will be filed in the Dean's Office.
 - b. After reviewing all previous documentation, the committee chair will communicate the committee's recommendation. No suggestions, or explanations should be included. Vote totals should also be excluded from such communications.
 - c. The dean will review all documentation, which now includes the recommendations of
 - i. The School Faculty Tenure Committee
 - ii. The School Director
 - iii. The College Faculty Tenure Committee.
7. The dean, who may consult with faculty and the school director, will make a recommendation and forward all documentation to Academic Affairs.
8. Each dean will meet individually with the Provost to discuss each applicant from their college.
9. The Provost will make a recommendation concerning tenure to the President. The Provost may consult with anyone in the process as deemed necessary to arrive at a recommendation.
10. The faculty applicant will be informed of the resulting recommendations after every step in the review. At any point in the process, the faculty applicant may choose to withdraw their application for tenure.

h. Tenure Decision

When tenure is denied, written notice of termination shall be given. The candidate will receive a one-year terminal appointment.

If tenure is to be awarded, the faculty member who has completed review will be informed of the decision by the Office of Academic Affairs, and tenure will be effective with the next letter of appointment.

i. Tenure Clock Suspension

There may be times when the Institution is not able to provide the faculty members with the proper resources and opportunities, such as when there is a natural disaster, a fire, or a pandemic, to give a fair evaluation of their abilities. Furthermore, there might be times or occurrences when an individual faculty member will need to prioritize time and energy in other areas of life over their work at ULM, which will result in a leave of absence from ULM. To that end, the University offers the opportunity for a tenure clock suspension. If a faculty member receives an approval of a time stoppage, this additional time will be added to the amount of ULM probationary tenure time for the purposes of determining when faculty member must apply for tenure. See the [Tenure Clock Suspension Policy](#) for details.

j. Tenure Status

Tenured faculty will keep their tenure status until:

1. Retirement
2. Resignation
3. Termination for cause
4. Program closure
5. Financial exigency

Since faculty hold tenure through a school, termination for financial exigency may occur at the school, college, or institutional level as determined by procedures which include faculty participation.

2. Promotion

a. Definitions

Academic rank: Rank is an indication of one's achievement as a professional in academia. Standard ranks are defined in the faculty definitions section.

Academic promotion: Promotion refers to an elevation in academic rank through the various levels of an individual's position as stated in the faculty definitions section. Seeking promotion is a significant milestone in the ongoing process of

faculty development. The year that one applies for promotion is the culmination of years of professional effort. The promotion criteria and procedures reflect the importance of those efforts. Tenure-track faculty at the rank of Assistant Professor or above may apply for tenure and promotion concurrently.

b. Qualifications for Promotion

Each school should develop its criteria for promotion in teaching, research and scholarship, and service. Criteria should be reviewed no less than every 5 years. The school director and the dean of the college must approve the criteria and each subsequent revision. The dean, school director, and faculty should work together to implement any changes. Should impasses arise, they will be submitted to the Office of Academic Affairs for review and final decisions. Criteria should consider the program's contributions to the strategic plans of the school, college, and University. They also should be consistent with the University's [Faculty Workload Policy](#). The criteria in force when a faculty member is hired or has received their last promotion will be those used to assess the promotion portfolio. If a faculty member has been promoted since hired, then the criteria in force at the time of their most recent promotion will be those used to assess the promotion portfolio. A faculty member may petition their school director to have their submission for promotion transferred to the school's most updated criteria. Additionally, the faculty member may petition their college's dean to use previous promotion criteria since hired. Annual evaluations, reflective of the faculty member's applicable tenure criteria, should be carefully considered 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 candidates. The record of a successful candidate, therefore, should demonstrate sustained productivity.

c. Procedure

The procedure for evaluating a faculty member's application for promotion will be the one in force at the time of application, though the criteria will remain those in force at the time of applicant's hire, unless the faculty member has been promoted, in which case the criteria in force at the time of the most recent promotion will be used. If significant changes have been made in promotion criteria that the faculty member deems advantageous to their promotion portfolio, the candidate may request to be evaluated under the most current criteria.

Appeals for either consideration of review under the most current criteria or for consideration under former criteria since hired may be made to the college dean or VPAA, respectively.

1. The school director will appoint a School Faculty Promotion Committee comprised of at least three faculty from the applicant's school at or above the rank sought. The Director and Dean shall review the composition of the committee with the candidate or candidates prior to it being formed and allow each candidate to provide up to 3 suggestions, especially if a member from outside the school is being used. The same promotion committee shall be used for all applicants submitting for promotion to the same rank. For example, only full professors may serve if the application is for promotion to full professor, with one committee evaluating all submissions to the rank of full professor.
2. If there are not at least three faculty members of appropriate rank and tenure route in the applicant's school, the school director, in conjunction with the faculty member, will identify other faculty of appropriate rank and tenure status from closely aligned programs/disciplines to serve on the School Faculty Promotion Committee. No administrator with the title of dean, vice president, provost, or president may serve on promotion committees. The committee will elect a chair. If the committee cannot elect a chair, then the dean may appoint a chair for the committee.
3. Committees formed in this way require separate approval by the academic dean and the Office of Academic Affairs.
4. The school director will submit the proposed School Faculty Promotion Committee membership to the academic dean and the Office of Academic Affairs for approval.
5. The dean will make the candidate's portfolio and relevant promotion criteria available to the chair of the School Faculty Promotion Committee.
 - a. The chair will arrange for the applicant's portfolio and the appropriate promotion criteria to be reviewed by the committee members.
 - b. The chair will schedule a meeting for all committee members to discuss the applicant and make a recommendation either for or against promotion.
 - c. The chair communicates the committee's recommendation. No suggestions, explanations, vote tallies, or suggestions should be included.
6. After reviewing the submitted portfolio and the relevant promotion criteria, the school director communicates their recommendation.
7. The dean convenes a meeting of the College Promotion Committee, which will consist of the chairs of all the School Promotion Committees within the college and a professor or associate professor from those schools within the college that did not have a Promotion Committee. Minimum membership upon the College Promotion Committee must be at least 3 members, but the dean may appoint additional membership based upon the college's or school's bylaws or policies. Equal representation for each school shall be maintained on the College promotion committee while not

eliminating any school committee chair at the College level. Unless requested by the applicant, these faculty should not hold the administrative ranks of program or school director. No administrator with the title of dean, vice president, provost, or president may serve on promotion committees. The committee will elect a chair. If the committee cannot elect a chair, then the dean may appoint a chair for the committee.

- a. In some situations, if faculty of appropriate rank are not available in the college, faculty of appropriate rank outside of the college may need to be selected to serve. In those cases, approval from the Provost is required.
 - b. The College Promotion Committee will follow the procedures as outlined for their college's College Promotion Committee. Only committee members at appropriate rank can vote for specific candidates (i.e., an Associate Professor can only vote on an Associate Professor candidate and cannot cast a vote for a Full Professor candidate; a Professor, however, can vote on both Associate Professor and Professor promotion candidates).
 - c. After review of all previous documentation, the college committee chair will communicate the committee's recommendation to the dean. No suggestions, explanations, vote tallies, or suggestions should be included.
8. The dean will review all documentation, which now includes the recommendations of
 - a. The School Promotion Committee
 - b. The School Director
 - c. The College Promotion Committee
 9. The dean -- who may consult with program coordinators, promotion committee chairs, and school directors -- will make a recommendation and forward all documentation to the Office of Academic Affairs.
 10. Each dean will meet individually with the Provost to discuss each applicant from their college.
 11. The Provost, who may consult with anyone in the process, will make a recommendation concerning promotion to the President.

The faculty applicant will be informed of the resulting recommendations after each step of the review. At any point in the process, the faculty applicant may choose to withdraw their application for promotion.

d. Promotion Timeline

The Provost will notify the academic deans and school directors of the timetable during the fall semester for the processing of applications for promotion.

By the first week of September, the faculty member seeking promotion should meet with the school director to discuss the possibility of the applicant applying for promotion. The applicant should be provided with information about the amount and type of documentation needed and the application process.

By the third week of September, the school director will form a School Faculty Promotion Committee. Each committee will elect a chair and other officers as needed.

By the first week of February, the faculty applicant for promotion will submit an electronic portfolio consisting of a cover letter, application form, vitae and supporting documentation, including third-year review feedback, to the dean. The specific promotion and tenure review timeline can be found on the [Promotion and Tenure website](#), which also provides additional information about the portfolio and the process.

Reasonable security measures will be taken at all levels of the procedure to ensure confidentiality.

e. Tenure and Promotion for Library Faculty

Library faculty, like those in academic programs, follow the tenure and promotion guidelines laid out in the faculty handbook with two notable exceptions, as follows:

1. The library director acts in place of the school director.
2. The library director reports directly to the Office of Academic Affairs rather than to a dean.

3. Tenure and Promotion Appeals

If an applicant believes that either the promotion or tenure process has been violated, the faculty has the right to appeal the process. Promotion or tenure recommendations cannot be appealed.

a. Process

The promotion and tenure appeal process is separate from the university's [Grievance Procedure](#). The charge from the Faculty Senate president to an ad-hoc Tenure and Promotion Appeals Committee is to investigate the processes related to the tenure and/or promotion review. The appeals committee only convenes if an applicant wishes to submit an appeal regarding the process of tenure and/or promotion review.

The applicant reserves the right to submit an appeal to the Office of Academic Affairs if the applicant believes the process has been violated. Only the applicant can submit the appeal, and the appeal cannot be modified during the process. To begin the formal appeals process, the applicant must submit a summary of their concerns about the process to the Provost. The appropriate school director must also submit a response to the Provost. The Provost will contact the Faculty Senate president who will then assemble

the Tenure and Promotion Appeals Committee. Once assembled, the Provost will forward both documents to the committee chair.

Committee deliberations and work products are confidential except the final report to the Provost and President. Appellants shall not speak with committee members about the appeal.

The Provost will forward the letter of appeal, the recommendations from each stage in the process, and statements from the committee chairs or administrators involved in the process to the tenure and promotion committee. The committee will review provided materials, perform interviews with any individuals involved in the process, and return a written finding to the Provost within 10 working days. If the committee cannot complete work in the prescribed time period, it may request an extension of up to an additional 20 working days from the Provost.

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 the Faculty Grievance Policy section of the Faculty Handbook.

b. Promotion and Tenure Appeals Committee

The University Tenure and Promotion Appeals Committee will be composed of nine faculty members holding the rank of full professor or full clinical professor. If tenure is being appealed, then the committee members should be tenured as well. In the semester in which an appeal is submitted, an ad-hoc committee will be selected by the Faculty Senate President and will include two (2) professors from each of the four colleges, and one (1) at-large faculty senator holding the rank of professor. The at-large senator will serve as chair of the committee. The members of the program and college promotion and/or tenure committees are prohibited from serving on the Tenure and Promotion Appeals Committee. When there are insufficient faculty who meet this criterion, the Faculty Senate president may select tenured faculty at the associate rank.

XI. 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. See [Intellectual Property Policy](#)

XII. Performance Adjustment Raises

Faculty at the rank of full professor, full clinical professor, or senior lecturer who serve for five successive years with consistently positive overall annual reviews will be eligible for a raise of 3 percent of their annual salary. For Colleges using scaled performance criteria, faculty must have reviews that consistently meet expectations or above overall, or an equivalent based on the performance scale used. A performance adjustment raise or selection as a Distinguished University Professor, Distinguished University Clinical Professor, or Distinguished University Lecturer will reset the five-year period. If a faculty member contests their annual performance reviews, they may appeal to their dean.

Raises are generally awarded at the beginning of the academic year. The Legislature distributes funds to higher education (usually in the Summer) and the Board of Supervisors approves the University's proposed operating budget (usually in August). Awarding of performance adjustment raises is dependent on the actions of these two bodies. Adjustment raises to other ranks will be considered as the budget allows.

XIII. Graduate Faculty

ULM is dedicated to delivering a transformative education for its students. The designation of Graduate Faculty membership is a critical aspect of this commitment, ensuring the active participation of faculty members possessing the requisite experience in mentorship, research, and practical applications. This designation empowers faculty members with the authority to guide students throughout their graduate academic journey.

The various levels of graduate faculty membership are meticulously defined to guarantee that faculty members with the necessary qualifications are involved in relevant graduate academic activities. This framework is in place to ensure a high standard of engagement and mentorship within the graduate academic community. For more details and application information, see [Graduate Faculty Membership Policy](#).

XIV. Separation/Reduction of Faculty

1. Administrative Leave

The [ULS Policy on Emergency Administrative Leave for Unclassified Staff \(includes Faculty\)](#) should be followed pertaining to administrative leave.

2. Termination or Resignation: Non-Tenure Track Faculty

Non-tenure track faculty and other special appointees are temporarily employed with appointment letters. Their appointments expire at the end of the term specified in their appointment letter. However, in the specific case of program discontinuance or cause, an instructor or other non-tenure track faculty may be terminated upon one month's notice.

3. Termination or Resignation: Tenure-Track Faculty

A tenure-track appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the institution's discretion with the Board of Supervisors' approval. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review of the specific conditions relating to the position. Notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

1. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination. In the specific case of program discontinuance, the notice requirement shall be at least three months in advance of termination.
2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or at least six months in advance of its termination. However, in the specific case of program discontinuance, the notice requirement shall be at least three months in advance of termination.
3. 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.

4. Termination or Resignation: Evaluation of Tenured Faculty Ranks (See [ULS Review of Faculty Ranks](#))

a. Review of Faculty Ranks

Any two successive annual reviews indicating unsatisfactory performance or three unsatisfactory reviews within a five-year period will trigger the development of a remediation plan by their school director in conjunction with the faculty member and dean. In cases when the faculty member does not agree with the plan of remediation, tenured faculty in the program will develop the plan. This plan along with the recommendations of the school director will be forwarded to Academic Affairs for approval by the Provost.

In cases when the faculty member has not shown significant improvement in performance over a minimum of two years, a recommendation for dismissal may be made by the school director. This recommendation will trigger a review by tenured faculty in the faculty member's school. The appropriate school director will notify the dean and Faculty Senate. A committee of all tenured faculty of at least equal rank from the reviewee's

school and one tenured member of the faculty senate to evaluate a post-tenure portfolio that follows the same guidelines as a tenure or promotion portfolio. When three faculty of the appropriate school are not available, the dean will appoint the requisite number from other schools within the college, which must be approved by the Provost. The committee's evaluation will result in one of two decisions:

1. The reviewee has maintained the expectations of a tenured faculty member, after which no further action is needed, and a new cycle of annual reviews will begin.
2. The reviewee has not maintained the expectations of a tenured faculty member, upon which the committee will recommend disciplinary procedures following the policy outlined in the section of the Faculty Handbook entitled "Termination and Discipline for Conduct Seriously Prejudicial to the College or University," which can result in demotion, loss of tenure, termination, or continued remediation.
3. The Provost, after considering the recommendations of both the school director and faculty committee, may recommend removal for cause.

5. Conduct Seriously Prejudicial to the College or University

[UL System Policy](#) states, "cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the college or university system, deliberate infraction of law or commonly accepted standards of morality, failure to cooperate, neglect of duty, inefficiency, or incompetence. However, action to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom".

The President of the University will appoint an ad-hoc committee of at least three tenured faculty members who will hear charges brought against a faculty member for termination of contract, discharge, or demotion in academic rank. The principles of due process will be applied in such matters:

1. The administrator bringing charges against the faculty member must notify that individual and the chair of the committee of those charges in writing at least five days prior to the hearing before the committee. Information about the policies alleged to have been violated will be included in the document.
2. The faculty member being charged will be provided access to all evidence that will be used to determine if the allegations are correct. Similarly, the administrator bringing charges against the faculty member will be provided access to all evidence used in the faculty member's defense. In both cases, this access must occur prior to the hearing and give sufficient time for preparation.
3. The hearing before the ad-hoc committee is not a court of law but will be conducted in a professional manner and include a record of proceedings.

4. All materials used during the hearing will be provided to each committee member prior to its meeting time.
5. Each side will be provided the opportunity to present information supporting its claims and refuting those of the other side. Witnesses may be called to testify for this purpose. An opportunity to cross-exam each witness will be provided. Likewise, committee members will be provided an opportunity to question witnesses.
6. Committee members will consider all information provided to them during the hearing and will determine if they believe that substantial and credible evidence supports the charges.
7. The committee's findings and recommendations along with all presented material and the record of the hearing will be forwarded to the President of the University who will make a final determination for the institution.

Except in cases where termination occurs pursuant to financial exigency or program discontinuance, the faculty member who has exhausted due process procedures at the institutional level may petition the ULS Board within 30 days when the institution is in session for a review and no official action will be taken by the institution until a final determination is made by the ULS Board.

6. Reduction of Faculty

ULM follows ULS policies for Financial Exigency and Program Discontinuance.

a. Financial Exigency

A declaration of financial exigency will represent a determination by the Board of Supervisors, upon recommendation of the ULM President and System President, that the financial condition of the System, an institution, program, or budget unit has reached a crisis in which the entity must carefully reexamine its priorities and reduce programs or personnel or both to affect a cost savings sufficient to alleviate the financial exigency. For more information, see the [UL System Policy for Financial Exigency](#).

b. Program Discontinuance

Occasionally, for educational and/or budgetary reasons, it may be in the University's best interest to discontinue an academic program. Since faculty belong to schools, faculty may be reassigned; however, such a decision should be made after consultation with the appropriate faculty groups and according to ULS policy. For more information, see the [UL System Policy on Academic Program Discontinuance](#).

XV. Policies for All ULM Employees

As employees of ULM, all faculty must abide by the statutes and policies required of all Louisiana state employees, as well as those created for BOR, ULS, and [ULM employees](#). Of particular importance are the following:

1. Code of Ethics

As Public Servants/Public Employees, faculty are governed by the [Code of Governmental Ethics, RS. 42:1111-1121](#), and are required to familiarize themselves with their responsibilities annually.

2. Mandatory Training

All employees of the University have to undergo training on a variety of subjects and issues ([ULM Online Training System](#)). Failure to complete the mandatory training by the given deadline will result in disciplinary action from ULM. Please visit the ULM HR website for more information on other mandatory training.

3. Financial Conflict of Interest

All employees of ULM are required annually to report any potential [conflicts of interest](#) that might arise because of outside employment or financial interests.

4. Fundraising Policy

[ULM's fund-raising policy](#) establishes the appropriate protocols and practices for University personnel, groups, and organizations who wish to raise funds on behalf of the university, for the affiliated organization, or for the benefit of a third party.

5. Nepotism

ULM follows the UL System policy on [nepotism](#).

6. Use and Protection of ULM Resources

Each employee has the responsibility to protect and use the University properties for University purposes only. The University's resources (e.g., personnel, facilities, equipment, and supplies) are not to be used for the benefit of individuals, private organizations, or firms and other enterprises which are not sponsored by the University through a supporting agreement approved by the Provost.

7. Seeking and Holding Public Office

ULM follows the [ULS Policy on Seeking and Holding Public Office](#).

8. Solicitation and Handling of Private Contributions

In order to coordinate fund-raising efforts on behalf of any University-affiliated or supported functions, organizers should obtain prior approval for their activity from the ULM Foundation. All gifts (cash and in-kind), grants from philanthropic foundations, and bequests from private sources intended for the use and benefit of the University of Louisiana Monroe and its subunits other than the athletic

department, are executed through the ULM Foundation.

9. Cash Handling Policy

All employees must follow the [ULM Cash Handling Policy](#) regarding any funds (cash, credit card, etc.) received.

XVI. Student Discipline and Welfare

Disciplinary action regarding disruptive behavior in the classroom will be addressed through due process by the faculty member and documented via online [Academic Integrity or Professional Program Violations Reporting Form](#). Prior to completing this form, please review [ULM's Classroom Behavior Policy](#).

Due process requires that, before punishment is imposed, the student (1) be informed of the alleged policy violation, (2) have an opportunity to see all evidence used against them, (3) have an opportunity to present rebuttal evidence, and (4) have the opportunity to question any witnesses used against them. The faculty member then may determine the course-related sanction to be imposed against the student, up to and including failure for the course. This sanction should be commensurate with the severity of the policy violation. A letter must be sent to the student stating the imposed sanction and informing the student of their right to appeal to the next level in the chain of command. The faculty member is encouraged to use the Academic Integrity or Professional Program Violations Reporting Form. A copy of all documentation must be forwarded to the Office of Student Services (Student Conduct) for record keeping purposes. The importance of timely, consistent documentation cannot be overstated.

Classroom behavior that is considered violent, threatening or harassing may require the immediate attention of the Office Student Advocacy and Accountability. In the event that the nature of the disruptive behavior occurs at this level, the faculty member shall submit the online Academic Integrity or Professional Program Violations Reporting Form detailing the incident(s). Upon receipt of the online form, disciplinary action may be taken directly through the Office of Student Services. Faculty should call the University Police Department (UPD) at 318.342.5350 or 911 for an emergency, if they feel threatened, or have concerns for the safety of a student.

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 [Sex Discrimination and Sexual Misconduct/Power-Based Violence Report Form](#). Prior to completing this form, review [ULM's Title IX Policy](#).

Faculty who notice a non-emergency student issue should complete the online Academic Integrity or Professional Program Violations Reporting Form which will be routed to the Office Student Advocacy and Accountability for action. These issues include potential

Code of Student Conduct violations and situations outside of the classroom that may include concerns for welfare, health, emotional, or behavioral issues.

XVII. Student/Faculty/Staff Relationships

Any sexual behavior between faculty and students is prohibited. This is to avoid circumstances where one party holds a position of authority over the other compromising the latter's ability to willingly and freely grant consent. Relationships existing prior to one or both of the parties' association with the University are exempt from this rule.

XVIII. Leaves of Absence

Requests for a leave of absence will be submitted to the President of the University for consideration. If recommended by the University President, the leave request will be submitted to the President of the University of Louisiana System for consideration.

[Policy of the ULS Board of Supervisors](#) will determine if individuals are eligible for leaves of absence. An employee of an institution under the control of the Board who is not a member of the faculty or administration does not come under the Board's policy related to leaves of absence for faculty members. Leaves of absence, other than for military service, shall not exceed one year. Refusal by a faculty employee or administrator to comply with provisions of this leave will result in forfeiture of tenure and/or employment.

Any additional extensions will require special justification by the President of the institution and approval by the Board. Leaves granted for the purpose of participating in a political campaign shall not exceed six months.

a. Types of Leave

1. Annual Leave: Faculty members who have been regularly employed on a twelve-month basis are entitled to annual leave according to the [Accrual Schedule](#). Annual leave is scheduled with the consent of the faculty member's supervisor prior to the leave period. See [ULS Policy FS.III.XXI.-1 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#) for further information.

2. Sick Leave: Sick leave is earned by faculty employed on regular full-time appointments according to the [Accrual Schedule](#). Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit for illness or injury that prevents performance of work duties or medical, dental, or optical consultation or treatment. Sick leave will be charged on an hourly basis with no minimum charge. See [ULS Policy FS.III.XXI.-1 Leave Record Establishment](#) and [Regulations for all Unclassified, Non-Civil Service Employees](#) for further information.

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 consultation hours, committee work, and student advising may be included.

3. Personal

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.](#)

4. Funeral (Bereavement)

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. The faculty member can contact their supervisor for extended leave if required. 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.](#)

5. Military

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 be reemployed by the University at the beginning of the next semester after the date written notification is received that the individual wishes to return to their position, provided that such notification is given within 40 days after honorable discharge from the Armed Forces. [ULM Veteran Affairs](#)

6. Parental

Parental leave provides an employee time to bond with a child following the birth of a child or placement of a child under the age of 18 with the employee for adoption or foster care. Parental leave also allows adoptive and foster parents to attend post-placement court proceedings and mandatory meetings related to the placement. The policy allows up to 240 hours of paid parental leave without deduction to eligible employee's annual, sick, or compensatory leave balances. Employees will also be compensated at the rate of 100% of the employee's base pay. See [Parental Leave Policy](#)

7. University Closures

Faculty must record a University closure on their time sheet.

8. Jury Duty

Employees shall be given time off without loss of pay or annual/sick leave when they are performing jury duty, summoned to appear as a witness before a court, grand jury, or other public body or commission, and when the employee is NOT the plaintiff or defendant. If an employee is summoned to jury duty, University of Louisiana Monroe continues to pay the salary during the active period of jury duty. The employee is also permitted to retain the allowance received from the court for such service.

If summoned as a witness, the employee is also eligible to receive civil leave. To qualify for jury or witness duty leave, a copy of the subpoena to serve must be submitted to the supervisor as soon as it is received. In addition, proof of service when your jury duty or witness duty is completed must be provided, listing the dates and times served. Reasonable travel time will be taken into consideration when calculating civil leave. The University will not attempt to have service on jury duty postponed except where business conditions necessitate such action.

Faculty must work with their supervisors to ensure class coverage during their absence.

9. Family and Medical Leave Policy

The ULM Family and Medical Leave Policy is governed by the Family and Medical Leave Act (FMLA) and is maintained by Human Resources. [Family and Medical Leave Act Policy](#)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons, after they have exhausted sick and annual leave. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

10. Sabbatical

Sabbatical leave can be granted only as funds are available per approval by the ULS Board of Supervisors. ULM adheres to the [UL System Policy on Sabbatical Leave](#). Provisions for leave with pay for the purpose of professional/cultural improvement or for the purpose of renewal are designed to improve the quality of University administrators or faculty. Prior approval from the ULS Board of Supervisors and the ULM President is required to take sabbatical leave. In addition, when administrators or faculty members receive outside compensation for research during their sabbatical, payment must be approved in writing in advance by the President. The Board provides for faculty leaves of absence under the following conditions:

1. After six or more consecutive fiscal years of active service at ULM, the individual is eligible for one academic year of sabbatical leave.
2. After three or more consecutive fiscal years of active service at ULM, the individual is eligible for one semester of sabbatical leave.
3. Extensive sick leave time taken during a semester or academic year will not be counted as part of the years of active service when considering sabbatical leave.
4. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
5. 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.
6. 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 \(R.S. 17:3328\)\]](#)

11. Public Payroll Fraud

Faculty should be mindful of the relationship between leave and what

constitutes Public Payroll Fraud, which is addressed in [Article 7, Section 14, RS 14:138](#) of the Louisiana Constitution. Faculty will not receive overload pay for extra services rendered during their regular university work schedule. The official approving agent is charged with ensuring compliance with this policy when approving payments to subordinates.

12. Crisis Leave Program

The University of Louisiana Monroe has established a Crisis Leave Program whereby employees may voluntarily and irrevocably donate annual and/or sick leave to a Crisis Leave Pool for use by an Eligible Employee if such employee is suffering from his/her own Serious Health Condition or Personal Emergency (as well as that of an Immediate Family Member -- spouse or a minor child) which prevents the employee from performing his/her duties for a period of more than ten (10) consecutive days which the employee is scheduled to work and which has caused or is likely to cause the employee to take leave from work without pay or to terminate employment. See [Crisis Leave Program Policy for Faculty and Staff](#).

XIX. Faculty Resources

ULM faculty have many resources available to help them fulfill their duties. A few of these assets are listed below. A more complete listing is available on the [Faculty & Staff website](#).

1. Professional Learning Center

The mission of the ULM [Professional Learning Center](#) is to support of the University strategic plan, and to promote collaboration and creativity to further academic excellence and professional development. The vision for the Professional Learning Center is that it will provide an environment to promote the development of the next generation of academic leaders, support collaboration, and offer opportunities for inspiration and shared knowledge.

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](#)

3. Library

See [University Library](#) for links to resources.

4. Activity Center

The Department of Recreation Services' primary purpose is to provide recreation and wellness programs to the University community and to support the development and maintenance of a healthy lifestyle and total wellbeing. Faculty may join the [Activity Center](#) for access to a wide range of sports and exercise facilities.

5. Health Clinic

The [ULM Health Clinic](#) offers basic family practice services as well as immunizations, laboratory services, flu clinics, prescription/medication pick up, and general health screenings to all ULM students and employees.

6. Information Technology

The [Office of Information Technology](#) provides a wide variety of computing and network services for faculty, students, and administration.

7. Physical Plant

The [Physical Plant](#) staff is responsible for the maintenance and repair of all campus buildings, building equipment, vehicles and grounds.

Routine and emergency work is performed during normal business hours (7:00 am to 4:30 pm Monday-Thursday, and from 7:00 am to 11:00 am on Friday) and emergency work is performed, as needed, after hours. Construction and renovation projects are also performed or managed, when and where approved.

To request routine service or to report non-emergency problems please use our Online Service Request Website 24 hours a day.

8. Human Resources

The [Human Resources Department](#) aspires to balance organizational needs of the institution with the well-being of the individuals in the University Community.

9. Marketing and Communications

The [Office of Marketing and Communications](#) is responsible for marketing and communicating the University's message through media relations, publications, graphic design, marketing services, digital and social media, and the ULM website.

10. Self-Development, Counseling, & Special Accommodations Center

The [Self-Development, Counseling, and Special Accommodations Center](#) is a comprehensive service that strives to help students identify and solve problems, to enhance personal maturity and integrity, and to provide an atmosphere that will make the student more confident about what lies ahead and more eager to meet the challenge. In addition, this department serves as the point of entry for students with special needs. Accommodations are provided to individuals with documented disabilities.

11. Faculty Accommodations

ULM is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act and its Amending Act of 2008 (collectively ADA). See Americans With [Disabilities \(ADA\) Policy](#)

12. Research Facilities

Center for Business and Economic Research <https://www.ulm.edu/cbss/community.html>

College of Pharmacy Office of Outcomes Research and Evaluation
<https://www.ulm.edu/pharmacy/intops/oore.html>

Gerontology Education, Research, and Outreach Institute <https://www.ulm.edu/gero/>

Louisiana Small Business Development Center <https://www.louisianasbdc.org/lbdc-at-university-of-louisiana-monroe>

Northeast Louisiana Business and Community Development Center
<https://www.ulm.edu/nlbcdc/>

Social Science Research Lab <https://www.ulm.edu/ssrl/>

13. Global and Multicultural Affairs

The Office of Global and Multicultural Affairs seeks to cultivate an educational environment where every individual human gift will be valued, respected, nurtured and developed. To cultivate a learning environment where every person is respected and experiences a sense of belonging. See [Global & Multicultural Affairs](#)

14. Additional Clinics and Resources Available to Faculty

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

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>

Marriage and Family Therapy Clinic <http://www.ulm.edu/chps/mftcs/clinic.html>

Occupational Therapy Clinic <http://www.ulm.edu/ot/documents/brochure.pdf>

Small Business Development Center <http://www.lsbdc.org/>

15. 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.

16. 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).

17. 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](#)

18. Health

There are a variety of health insurance plans available to faculty through the Office of Group Benefits. [Office of Group Benefits Health & Life](#)

19. Retirement

Faculty are eligible to participate in the Louisiana Teacher Retirement System or through an Optional Retirement Program. [Retirement](#)

20. 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.

21. Tuition Exemption

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 undergraduate coursework at a reduced tuition, plus certain applicable fees. Each UL System institution, as a host institution, has some discretion to establish additional benefit eligibility. See [ULM Employee Tuition and Fee Policy](#) for additional information.