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# Faculty Handbook

LSU Faculty Senate

October 2012

# LSU FACULTY HANDBOOK

## Faculty Senate Edition

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### CONTENTS

GENERAL OVERVIEW .....	3.....
INTRODUCTION.....	3
ORGANIZATION OF MANUAL .....	3
FLAGSHIP AGENDA .....	3
COMMITMENT TO COMMUNITY .....	4
GOVERNANCE AND ORGANIZATIONAL STRUCTURE .....	4
FACULTY.....	4
FACULTY GOVERNANCE .....	6
ADVISORY BODIES .....	7
ACADEMIC RIGHTS AND RESPONSIBILITIES .....	9.....
RIGHTS AND DUTIES.....	9
SELECTION, EVALUATION AND PROMOTION OF FACULTY .....	10
FACULTY WORK LOAD.....	11
TEACHING RESPONSIBILITIES.....	12
FACULTY DEVELOPMENT AND SUPPORT .....	15
RESEARCH .....	18
EMPLOYEE POLICIES AN D BENEFITS PROCEDURES .....	20
EMPLOYEE POLICIES .....	20
EMPLOYEE BENEFITS .....	21
LEAVE.....	24
SEPARATION FROM THE UNIVERSITY.....	26
PURCHASING AND TRAVEL EXPENSE ACCOUNTS.....	26
UNIVERSITY SERVICES AND PROGRAMS .....	27.....
PUBLICATIONS .....	27
UNIVERSITY-RELATED ORGANIZATIONS .....	27
MUSEUMS AND GALLERIES .....	28
CAMPUS FEDERAL CREDIT UNION.....	28



# GENERAL OVERVIEW

## INTRODUCTION

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

## ORGANIZATION OF MANUAL

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

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

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

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

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

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

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

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

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

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## FLAGSHIP AGENDA

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

understanding, and cultural appreciation; enhance Louisiana by converting scientific and technological discoveries into new products and processes, by

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

## FACULTY RANKS

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

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

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

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

## FACULTY GRIEVANCES

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

A faculty member may request an administrative review by his or her administrative unit chair/head, dean, and appropriate Vice-Chancellor before contacting the Faculty Senate Grievance Committee. The administrative appeal procedure is a formal process of review by successively higher levels of the University



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

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

## **ACADEMIC RIGHTS AND RESPONSIBILITIES**

### **RIGHTS AND DUTIES**

#### **ACADEMIC FREEDOM**

LSU is committed to the principle of academic freedom, and faculty are encouraged to explore fully

they use University equipment, material, or office space to solicit

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

## PROMOTION AND TENURE

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

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

## STOP THE TENURE CLOCK

It is the policy of Louisiana State University to recruit and employ the best qualified faculty. In accordance with this goal, the University strives to provide every opportunity for tenure-track faculty to attain a record worthy of tenure and promotion. In



## GROUP EXCUSES FROM CLASSES

Students may be excused from classes because of scheduled University activities that necessitate their absence, provided each student has the prior approval of the appropriate dean (see PS-22). In such cases, students should be allowed to make up any missed assignments or tests. Group excuses are requested by using the "[Trip Travel/Activity Insurance Student Listing Form](#)"

Written course syllabi must be distributed to students in all courses, graduate as well as

## PRIVACY OF STUDENT RECORDS

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

## STUDENT ACADEMIC MISCONDUCT

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

Academic misconduct offenses and sanctions are under the jurisdiction of the Ve Vked s6/Pw 9.dn(kch /P <</tkch A)13(cad)pect Sdt iio7(ni)( anTJ 0.006 3c -0.003 Tw -1353 0 T







## International Programs

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

## Information Technology Services

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

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

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

## INTELLECTUAL PROPERTY

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

## RADIOACTIVE MATERIALS , RADIATION SOURCES , LASERS

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

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

Approval by the Radiation Safety Committee is required for:

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

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

Radioactive waste and unwanted portions of radioactive materials are collected by the Radiation Safety Office for permanent disposal. Individual users are limited to disposal methods approved by the Radiation Safety Committee. Details of University policies and state and federal regulations are available at [http://www.lsu.edu/radiation](#).

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

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

## **SOLID WASTE MANAGEMENT**

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

## **SCIENTIFIC MISCONDUCT**

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

## **EMPLOYEE POLICIES AND BENEFITS PROCEDURES**

### **EMPLOYEE POLICIES**

Employee Policies are maintained by the Office of [Human Resources Management](#)

When a member of the faculty or academic staff is charged with sexual harassment, the Executive Vice-Chancellor and Provost will be immediately notified.

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

## EFFECTIVE DATE OF COVERAGE

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

## DEPENDENT COVERAGE

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

## HEALTH INSURANCE BENEFITS

The LSU System offers employees and their eligible dependents financial protection against a wide range of health care expenses resulting from illness or injury. For information on LSU's Health Insurance options, including LSU First Health Plan administered by Cigna, HMO plan administered by Blue Cross Blue Shield of Louisiana, the PPO plan administered by the Office of Health Insurance Administration, contact the Office of Health Insurance Administration at (504) 388-1333 or visit the website at [www.lsu.edu/health](http://www.lsu.edu/health).

sheltered. The employer contribution is determined



invested in a retirement annuity contract in your name.

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

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

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

## RETIREMENT FOR EMPLOYEES ON A J OR F VISA

According to state and federal laws, as an employee of the LSU System, you must participate in a retirement plan. However, LSU System employees on a J or F Visa are not eligible to participate in a

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

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

## FAMILY MEDICAL LEAVE ACT (FMLA)

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

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

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

## MILITARY LEAVE

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

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

## LEAVE WITHOUT PAY

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

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

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

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

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



employee who contemplates travel at University expense.

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

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

Travel expenses are to be paid by the employee using the LSU-sponsored Corporate Card, the traveler's personal credit card, or personal funds. Cash advances for University-reimbursed travel expenses may be obtained by University employees only under circumstances outlined in **Business Office Procedure 20-2**.

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

## TIGER ATHLETIC FOUNDATION

The LSU Tiger Athletic Foundation (TAF)



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

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

## UNIVERSITY RECREATION (UREC)

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

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

UREC also operates the Sport and Adventure Complex located on the corner of Gourrier Lane and River Road. The complex includes three multi-

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

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

Additional information can be obtained by calling 388-5000.



## APPENDICES

### APPENDIX A: LSU FACULTY SENATE LINKS

Faculty Senate Officers

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

Faculty Senate Ombuds

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

Faculty Senate Senators

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

Faculty Senate Constitution

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

### APPENDIX B: POLICY STATEMENT LINKS

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

x Bylaws and Regulations of the Board of Supervisors

x LSU General Catalog Graduate Bulletin  
professional school catalogs

x Permanent Memoranda (PM) issued by the Office of the LSU System President

x Policy Statements (PS) issued by the Office of the Chancellor  
University Policy Statements are a53 0 cs S72 3u0(i)ts (PS)

