



# THE UNIVERSITY OF NEW ORLEANS EMPLOYEE HANDBOOK

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*2014*

This Employee Handbook is a basic reference regarding policies and procedures, privileges and opportunities, and obligations and responsibilities affecting employees of The University of New Orleans. Intended as a convenient guide, it does not contain every policy or procedure nor should it be relied upon as a definitive source of policy information.

**W**elcome to the University of New Orleans Employee Handbook. The University provides this on-line, internet-based guide to enable the employees of the University of New Orleans to easily access policies and procedures relating to the wide range of matters of daily importance and interest to the UNO workforce. The Office of Human Resource Management, working with ideas and opinions from key university leaders, continues to develop this electronic document to better meet the needs of the faculty and staff of the University of New Orleans. Because the University is subject to various external legal and regulatory forces requiring change, we will revise the information in this Handbook as the University determines that conditions warrant. This electronic format will facilitate changes in this document.

The following Table of Contents links the user to the referenced information. Some of the links are to web sites other than UNO. The material in this handbook is provided for general informational purposes only and should not be construed as a formal statement of policy or contractual agreement between the University and its faculty or staff. It in no way alters rights specifically delineated under contracts, policies, and under Federal and state law. Moreover, the information found in this book is subject to change without notice and should not be interpreted as altering, limiting, supplanting, or otherwise creating any rights or responsibilities whatsoever, or beyond what is published in official university Administrative Policy documents. Any aspect of this handbook that contradicts or deviates from State and federal law or formal University or University of Louisiana System policy is null and void.

A list of formalized administrative policy documents can be found at by clicking [here](#). If you have suggestions about this Handbook, contact the Office of Human Resource Management, by e-mail, at [hr@uno.edu](mailto:hr@uno.edu).

## Table of Contents

<b>1.0 INTRODUCTION.....</b>	<b>4</b>
1.1 Role, Scope and Mission Statement	
1.2 History	
1.3 University Administration and Governance	
1.4 The Board of Regents	
1.5 The University of Louisiana System	
1.6 The University of New Orleans	
1.7 Accreditation	
<b>2.0 STAFF EMPLOYMENT.....</b>	<b>8</b>
2.1 Types of Staff Employment	
2.2 Pay	
2.3 Hours and Breaks	
2.4 Personnel Records	
2.5 Staff Council	
2.6 Classification and Pay	
2.7 Merit Increases	
2.8 Gifts and Favors	
2.9 Nepotism	

2.10 Political Activities	
2.11 Promotions	
2.12 Performance Evaluations	
2.13 Financial Exigency	
2.14 Furloughs	
2.15 Leaving the University	
2.16 Leaves, Vacations, Holidays	
2.17 Unclassified Mandatory Retirement	
2.18 Classified Mandatory Retirement	
2.19 Social Security	
2.20 Tax-Deferred Supplemental Retirement Accounts (SRAs)	
2.21 Group Insurance	
2.22 Workers' Compensation	
2.23 Employee Services	
<b>3.0 FACULTY EMPLOYMENT.....</b>	<b>28</b>
3.1 Definition and Organization	
3.2 Academic Freedom	
3.3 Faculty Authority	
3.4 Appointment Procedures	
3.5 Personnel Records of University Employees	
3.6 Academic Ranks	
3.7 Duties and Responsibilities	
3.8 University Policy on Faculty Conduct	
3.9 Faculty Grievance Procedure	
3.10 Tenured and Term Appointments	
3.11 Promotion	
3.12 Termination and Expiration of Appointment	
3.13 Financial Exigency	
3.14 Academic Program Discontinuance	
3.15 Continuing Review of Faculty Achievements	
3.16 Leaving the University	
3.17 Furloughs	
3.18 Departmental Governance	
3.19 Faculty Service on Committees	
3.20 Benefits and Privileges	
3.21 Social Security	
3.22 Pay	
3.23 Service and Support Units	
3.24 Academic Program Coordinator	
<b>4.0 EMPLOYEE RELATIONS.....</b>	<b>67</b>
4.1 Americans with Disabilities Act	
4.2 Equal Employment Opportunity	
4.3 Prohibiting Discrimination, Harassment and Retaliation	
4.4 Drug Testing Policy	

- 4.5 Code of Ethics
- 4.6 Discipline
- 4.7 Grievances
- 4.8 Dispute Resolution

## **5.0 APPENDICES**

- 5.1 University Organizational Charts: [Click here.](#)
- 5.2 Bylaws and Rules of the UL System: [Click here.](#)
- 5.3 Policy and Procedures Memoranda of the UL System: [Click here.](#)
- 5.4 University Administrative Policies: [Click here.](#)
- 5.5 Bylaws of the University of New Orleans Staff Council: [Click here.](#)
- 5.6 Guide to Policies and Procedures for Sponsored Projects: [Click here.](#)

## 1.0 INTRODUCTION

### 1.1 Role, Scope and Mission Statement

The University of New Orleans (UNO) is a comprehensive university with a mission to educate undergraduate and graduate students in a variety of arts, sciences and professional programs and to conduct research in these fields. Admission to UNO is selective, based on courses completed and academic performance.

#### 1. Audiences

UNO has a statewide mission and is responsible for serving:

- a. Residents throughout the state, especially those of the greater New Orleans area who have excelled in high school and who are seeking a baccalaureate or graduate degree or continuing professional education;
- b. Two-year college transfer students;
- c. Employers, both public and private – especially in planning and environmental protection, engineering, and health care;
- d. Economic development interests and entrepreneurs throughout the state;
- e. Academic disciplines and the research community; and
- f. Civic and cultural organizations of the region, and the area community, by providing a broad range of academic and cultural activities and public events.

#### 2. Array of Programs and Services

UNO offers variety of programs across multiple academic disciplines:

- a. A broad range of baccalaureate and master's-level core arts and sciences programs appropriate to a comprehensive teaching and research university.
- b. Baccalaureate and graduate programs in urban planning, communications, education, engineering, business, healthcare management, and hospitality administration.
- c. Doctoral programs in a variety of arts, sciences and professional fields, including education, engineering, conservation biology, chemistry, psychology, political science, financial economics and urban studies.
- d. Services designed to meet statewide economic development needs.

### 3. Special Programs/Features

UNO offers several unique areas of specialization:

- a. The Lester E. Kabacoff School of Hotel, Restaurant, and Tourism Administration, offering undergraduate and graduate preparation for management positions in the hospitality and tourism industry.
- b. The nationally prominent Counselor Education doctorate, the only doctoral program in counselor education in the state of Louisiana.
- c. Through the School of Naval Architecture & Marine Engineering (NAME), UNO is one of a select few universities in the nation to offer a bachelor's degree in Naval Architecture and Marine Engineering.
- d. Research institutes, centers and academic programs in hazards assessment, entertainment arts, nanomaterials, information assurance, bioinformatics, coastal science and restoration, creative writing, transportation, energy conservation, and information systems.
- e. Outreach and adult education programs.

### 1.2 History

The University of New Orleans, originally called Louisiana State University in New Orleans, was legally established by Act 60 of the 1956 Louisiana Legislature, in the wake of a citizens' movement to bring tax-supported higher education to the metropolitan area. Greater New Orleans, with more than a fourth of the state's population, was without a public college or university until that time. As a branch campus of Louisiana State University in Baton Rouge, LSUNO was conceived as a liberal arts college for commuting students, which might within a few years develop into a true urban university.

An ideal campus site was acquired when the United States Navy abandoned its air station on the shore of Lake Pontchartrain in late 1957, and the Orleans Levee Board leased it to the LSU Board of Supervisors. A quick renovation of barracks, service clubs, and other existing facilities made it possible to begin classes in September 1958, a year ahead of the original schedule. The inaugural convocation was held in a vacant aircraft hangar. A total of 1,460 students, all freshmen, arrived for this occasion. This was double the number originally anticipated.

By September 1961, when the new school had become a full four-year institution, the enrollment exceeded 3,000, and the faculty had grown from the original 63 to 150 members. A Junior Division had been established for the academic administration of freshmen, and senior academic divisions had been established in liberal arts, in sciences, and in business administration. Dr. Homer L. Hitt, the first employee and the chief administrative officer, had been promoted from Dean of LSUNO to Vice President of LSU in Charge of LSUNO.

Two new permanent buildings, the Liberal Arts Building and the Sciences Building, and a central utilities plant were completed and in operation by the time of the first commencement in the spring of 1962. The architectural style, established by master planners, was described as a modern adaptation of Louisiana tradition. The first commencement was held in a circus tent temporarily erected on the campus for that purpose. The initial class of graduating seniors numbered 115.

In the summer of 1962, the senior academic divisions were designated colleges. In 1963, a school of education was established, as well as an evening division and a graduate division. The Vice President in Charge was designated Chancellor, following the establishment of an LSU System of Higher Education and signaling the end of LSUNO's status as a branch of the Baton Rouge campus. The school of education became the College of Education in 1964. In 1966, the graduate division became the Graduate School.

To the original 178-acre site, a 17.5-acre strip along its western boundary was added in 1963. This land was also acquired from the Orleans Levee Board, and it brought the total campus acreage to 195.5. Still more acreage was obtained in 1964, half a mile east on the Lakefront, when the United States Army abandoned its Camp Leroy Johnson facility and the Levee Board made this site, too, available to the University. A 50-acre parcel of this 150-acre site was released to the Gulf South Research Institute in 1965. The remaining 100-acre East Campus subsequently became the location of a Special Education Center, various outdoor sports facilities, and a multipurpose Senator Nat G. Kiefer/UNO Lakefront Arena.

In September 1969, when the enrollment exceeded 10,000, LSUNO became the second-largest university in Louisiana. By this time it had developed into a large academic complex embracing several colleges, schools, and institutes, offering graduate work in many different fields and awarding both the master's and the Ph.D. degree. Moreover, a residence hall for both men and women had been completed. In February 1974, the LSU Board of Supervisors approved a name change, and LSUNO became the University of New Orleans. The new name more accurately defined the institution as the metropolitan campus of the LSU System.

By the fall of 1983, UNO had an enrollment exceeding 16,000 and had five senior colleges: Liberal Arts, Sciences, Education, Business Administration, and Engineering, in addition to its Junior Division and Graduate School. It also had a School of Urban and Regional Studies; a School of Hotel, Restaurant and Tourism Administration; a School of Naval Architecture and Marine Engineering; and various centers, institutes and divisions for specialized research. A new Metropolitan College offered courses at off-campus locations in the evening hours, as well as credit and noncredit work in the evening on the campus. It also administered the nation's largest summer program in Europe, UNO Innsbruck, which had been a continuing success since the early 1970s. In an administrative reorganization in 1988, the Junior Division was replaced by a system that enrolled all incoming students in one of the senior colleges or schools.

On August 29, 2005, the University suffered damage due to Hurricane Katrina. The main campus is on relatively high ground and the damage was caused mostly by winds, rain-driven-water, and human activity during the storm. A levee breach on the London Avenue Canal occurred just a few blocks south of the main campus and caused the flooding of the first floor of the Bienville Hall

dormitories, the Lafitte Village couples apartments, and the first floor of the Engineering Building. UNO was the first of the large, damaged universities in New Orleans to re-open. The university was able to offer classes in the fall semester immediately following Hurricane Katrina at satellite campuses; the main campus re-opened in December 2005. The initial enrollment was approximately 7000 students but the enrollment has grown back to approximately 11,000 students as of Fall 2011.

On December 6, 2011 the Southern Association of Colleges and Schools – Commission on Colleges approved the move of UNO to the University of Louisiana System, concluding the five-month transition that started following the signing of ACT 419 of the 2011 Louisiana Legislature Regular Session. Soon after the transition, Dr. Peter J. Fos became the sixth leader and first President of the University.

Currently, the UNO main campus contains thirty one permanent buildings plus two residence halls, a housing complex for married students and a complex of contemporary, apartment-styled, student housing units. Land has been set aside for a new dormitory complex and fraternity and sorority houses. A state-of-the-art Recreation and Fitness Center, the Chemical Sciences Building, and the completed Homer L. Hitt Alumni and Visitors Center (named for our founding Chancellor) are now available. The Hitt Center is built around a red brick smokestack, one of the few reminders of the naval air base that became the UNO main campus. Kirschman Hall, completed in the Spring of 2005, houses the College of Business Administration. A University-sponsored Research and Technology Park is adjacent to the main campus. The East campus, approximately one mile from the main campus, houses athletic fields and the Senator Nat G. Kiefer UNO Lakefront Arena. UNO owns a satellite campus in the suburbs of Jefferson Parish. The Ogden Museum of Southern Art is located in the Arts District near the central business district.

University of New Orleans' students enjoy a broad range of extracurricular activities, including NCAA Division One intercollegiate athletics and an extensive program of intramural sports, many of which are housed in the Recreation and Fitness Center opened in 2002. There are frequent exhibits and programs in music, drama, ballet, and the fine arts. Culturally, socially, economically, and intellectually, the University is one of the major assets of the City of New Orleans and the State of Louisiana. Its achievements so far give promise of a distinguished future.

### **1.3 University Administration and Governance**

The University of New Orleans, as a member of the University of Louisiana System, is governed by the University of Louisiana System Board of Supervisors, which in turn is under the jurisdiction of the Louisiana Board of Regents. The University of Louisiana System Board of Supervisors is one of four management boards under the Board of Regents. These boards manage the Louisiana State University System, the Southern University System, the University of Louisiana System, and the Louisiana Community and Technology System. Additional information about the board can be obtained from their web sites.

**1.4 The Board of Regents website can be found [here.](#)**

**1.5 The University of Louisiana System website can be located [here.](#)**

## 1.6 The University of New Orleans

The chief administrative officer of the University of New Orleans is the President. The President of UNO is responsible to the President of the UL System and the UL Board of Supervisors for the entire operation of the campus. The President makes recommendations to the UL System President on appointments and dismissals of both academic and non-academic staff, and implements educational and administrative policies for the campus within the limits of the authority granted by the Board of Supervisors. The President is a member ex officio of all faculties on campus.

Matters affecting the faculty and the academic program are under the jurisdiction of the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs is directly responsible to the President. For graduate-level concerns, and for research concerns, the Vice President for Research and Economic Development and Executive Director of the Graduate School. Other Vice Presidents include the Vice President for Student Affairs and Enrollment Management, the Vice President for Communications, Marketing, and Public Relations, and the Vice President for Business Affairs.

## 1.7 Accreditation

The University of New Orleans is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctoral degrees. Programs in some colleges are also accredited by other accrediting body.

## 2.0 STAFF EMPLOYMENT

### 2.1 Types of Staff Employment

***Unclassified Employees*** - This category includes administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System.

***Classified Employees*** - Classified employees are all employees in positions covered by the provisions of the Louisiana Department of State Civil Service System. All actions affecting classified employees are made in accordance with Civil Service rules and regulations.

***Employees Excluded from this Handbook*** - This handbook does not cover students, temporary employees, or transient employees.

### 2.2 Pay

Unclassified employees are paid semi-monthly. Classified employees are paid biweekly. Direct deposit is required, and any financial institution which accepts electronically transferred funds is eligible. Check stubs are available by logging into WebSTAR with your UNO issued username and password.

### ***Payroll Deductions***

Certain payroll deductions are made automatically by the University and certain others may be made at the request of the staff member including income tax, retirement, group insurance, tax-sheltered annuities, Campus Federal Credit Union, athletic events, and United Way.

### *Changes in Tax Status*

Any change in tax filing status should be reported immediately to the Payroll Office.

### *Travel Allowances*

All travel at University expense is subject to the same regulations, and University expense is interpreted to include all funds, including gifts and grants, which are administered by the University. In general, the University may provide travel funds for staff members for the following purposes:

1. Authorized travel in connection with the academic or business affairs of the University.
2. Authorized travel to attend meetings of learned or professional societies to present papers, to represent the University or as major officers or members of important committees.
3. Authorized travel of those designated by the President as delegates to conventions or association meetings.
4. Authorized attendance by members of the teaching and research staff at meetings of associations and societies in their special fields to be reimbursed not in excess of 50 percent of allowable expenses.

Travel at University expense by any member of the staff is authorized only when the purpose of the travel will benefit the University and the particular department concerned. All travel must be approved in advance by the head of the budgetary unit concerned and must be under the direct control of the dean or other administrative officer. Travel to foreign countries at University expense must be cleared in advance of departure, and staff should check the relevant regulations in their colleges for other pre-travel clearance requirements. Payment of travel expenses is subject to the availability of funds in the departmental budget concerned.

Arrangements for transportation should always serve the best interests of the University, which ordinarily means that the lowest practicable travel expense will be authorized when all factors of cost have been considered. The use of tourist-class air travel is required when available. Authorized travel in privately-owned vehicles is reimbursable, although transportation by University-owned conveyance, whenever possible and practicable, is preferred. Cost of meals, lodging and certain incidentals, up to set maximums, may be reimbursed. The entertainment of guests at University expense is not authorized. Advances of funds to cover University reimbursed travel costs may be obtained by properly completing travel advance forms, which may be secured from the Office of Accounting Services. Advances should not be requested in excess of estimated reimbursable costs. Review and approval by the head of the budgetary unit concerned is necessary. If travel costs are less than the travel advance, return of unused funds must be made promptly upon return from the trip. Whether or not the funds are advanced, travel

vouchers must be submitted to the Office of Accounting Services within two weeks of returning from the trip.

Detailed information pertaining to travel, including current rates of reimbursement, can be found in the Louisiana Division of Administration, Office of State Purchasing and Travel Guide/PPM49 and at the website of the Louisiana Office of State Travel by clicking [here](#).

### ***Outside Employment***

The University recognizes the right of the staff member to engage in both paid and non-paid activities beyond his or her duties to the University. Such activities include consultation, advice and service as an expert witness. In these cases, the outside work draws directly upon the staff member's professional expertise and adds to the stature of the individual staff member and the University, and is authorized as long as it does not delay, conflict or in any manner interfere with instructional, scholarly and/or other services due the University. The staff member planning to engage in this type of work must report his or her plans to the department head, citing the nature and extent of the activity, along with an estimate of the amount of time and compensation involved. The report will be forwarded to the appropriate Vice President for approval.

A member of the staff may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, and/or other services he or she must render in the nature of his University employment.

See the UL System Bylaw Chapter III, Section VII “Outside Employment of College and University Employees” and [AP-AA-19.2](#), *Disclosure of Outside Employment*.

### ***Compensation Limitations***

Administrative Policy [AP-BA-39.2](#), *Compensation Limits for Academic and Non-Classified Employees*, governs compensation limitations. There is a limit to the total compensation which a staff member may receive during any one fiscal year from all University sources. This total includes all income covered on any check issued by the University for any compensation purpose. It does not modify, limit or directly impinge upon the provisions of [AP-AA-19.2](#) *Disclosure of Outside Employment*.

## **2.3 Hours and Breaks**

The regular, full-time work week for all staff employees is 40 hours. Regular working hours for most departments are 8:00 a.m. until 4:30 p.m., Monday through Friday, but can be established outside of this schedule as determined by the operational needs of each department. Department supervisors will determine work schedules and times for lunch and breaks. It is sometimes necessary to change an employee's work schedule, and when this occurs, the employee is given as much notice as possible. Employees are required to accommodate such requests.

The lunch period is designated as one-half hour. Two fifteen-minute breaks are allowed each day – one in the morning and one in the afternoon. Breaks are a privilege and not a right and may be taken only at the convenience of the department with the approval of the supervisor. Breaks may

not be used to extend the lunch period, nor may they be used to make up for time absent, late or leaving early.

## 2.4 Personnel Records

Personnel files are maintained in the Office of Human Resource Management. The Assistant Vice President of Human Resource Management is the custodian for personnel records. Personnel records shall be maintained in accordance with the University *Records Retention Policy*, [AP-OP-15.2](#), the Louisiana Public Records Act, and other applicable law. Employees may review/copy their personnel file upon request. The file will be provided within a reasonable length of time, not to exceed three days.

## 2.5 Staff Council

The University of New Orleans Staff Council is committed to providing the best possible representation for the employees of the University. Their goal is to identify ways that we can effectively support and enhance the working lives of our valued fellow employees. The UNO Staff Council welcomes questions, comments, concerns and input from the entire University community in order to make this the best place in the City of New Orleans and State of Louisiana to work and prosper. For more information on the University Staff Council, please click [here](#).

## 2.6 Classification and Pay

If you are a classified employee, your title and salary are determined in accordance with a classification and pay plan established by the State Department of Civil Service. Your title is a reflection of the duties and responsibilities described in the position description forwarded by UNO to Civil Service. The salary level for the job title is determined by the Civil Service pay schedule and job evaluation plan. Jobs are evaluated by Civil Service on the basis of education, experience, supervisory responsibility, contacts, job impact and complexity, work environment, and physical demands.

Classified employees at AS 610, MS 510, PS 107, WS 211, TS 304 or below are classified as non-exempt in accordance with FLSA standards and may be eligible to be compensated for overtime at the time and one-half rate for hours physically worked over 40 in a week and at the straight time (hour for hour) for hours worked in a week during which leave was taken or a holiday occurred. Classified employees at AS 611, MS 511, PS 108, WS 212, TS 304 and above are normally classified as exempt in accordance with FLSA standards and may be eligible to receive overtime compensation at the straight time rate (hour for hour). In cases where the duties and responsibilities do not meet the established criteria under FLSA, they may be classified as non-exempt and may be eligible to be compensated at the time and one-half rate. Overtime compensation is either with pay or compensatory leave.

The University maintains a title and salary structure for academic and unclassified employees as outlined in written position descriptions that are authorized by the UL System. The department establishing the position proposes the minimum educational level and work experience required to perform the job duties and an appropriate salary range, subject to University and UL System

approval. Most unclassified and academic positions require a minimum of a baccalaureate degree or the equivalent in professional work experience. Academic and unclassified employees are not eligible for overtime pay.

## **2.7 Performance Adjustments**

A classified employee who is in active status as of June 30 of the performance evaluation year becomes eligible for and may be granted a performance adjustment, provided that the appointing authority has determined his performance merits such an adjustment. The amount of each performance adjustment shall be 4 percent of the employee's individual pay rate. No employee's pay shall exceed the maximum rate of pay established for the job, or the highest rate within the base supplement authorized for the position occupied. An employee who has a current official overall Performance Evaluation of "Needs Improvement/Unsuccessful" or equivalent shall not be eligible for any increase. After an employee has attained eligibility for and the appointing authority has granted a performance adjustment, it shall be disbursed effective October 1st of the calendar year that the performance adjustment was granted. Unclassified employees receive performance adjustments when funds are available in the University's budget and authorization is received from the UL System in accordance with [AP-BA-46.2](#), *Unclassified Pay Policy*. In accordance R.S. 42:1266 and Chapter 27 of Title 42 of the Louisiana Revised Statutes of 1950, no state unclassified official or employee who is responsible for conducting Performance Evaluation System sessions for a classified employee shall receive an increase in his compensation unless his certifying official determines in writing that the unclassified official or employee has conducted his classified employee performance sessions in accordance with the rules of the State Civil Service Commission, Chapter 10 of the Civil Service Rules.

## **2.8 Gifts and Favors**

As a University employee, you may not accept anything of economic value as a gift or favor from any person who does business with the University, whose activities are regulated by the University, or whose interests may be affected by your performance of duty.

## **2.9 Nepotism**

It is the policy of UNO to recruit and employ the best qualified individuals solely on the basis of merit. In accordance with this policy, a member of the immediate family of a University employee will not be excluded from employment by the University. However, it is contrary to University policy and state law for immediate family members to be placed in a supervisor-employee relationship in any form of employment, including student employment. "Immediate family" is defined to mean children, brothers, sisters, parents, a spouse, or the parents of a spouse. Accordingly, an immediate family member of an administrator may not be employed in that administrator's area of responsibility, whether at the campus, college, department or other administrative unit level, and whether or not intervening levels of supervision between the administrator and the family member are present. This policy is not intended to hinder, alter or in any way affect normal promotional advancement where a member of an employee's immediate family becomes the head of an administrative unit, provided that the employee has been employed in the unit for at least one year prior to the family member becoming its head. Under no

circumstances, however, will a University employee be permitted to initiate or participate in institutional decisions involving direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to a member of his or her immediate family. In the case of a decision involving staff participation (recommendation for promotion, retention, tenure, etc.), a staff member who is also a member of the immediate family of the person about whom such a decision is being made shall recuse himself or herself from the decision-making process. If an acceptable supervisor-employee relationship has developed under the provisions of the Code of Governmental Ethics, the supervisor will pass to his or her immediate supervisor all responsibility for making decisions involving direct benefit to the employee who is a member of his or her immediate family. Violation of this policy may subject the employee, his or her immediate supervisor, and the agency head to both disciplinary penalties and fines under State law. Questions about the University's nepotism policy should be directed to the Assistant Vice-President for Human Resource Management.

## **2.10 Political Activities**

As a full-time employee, you may not accept any appointive political office or seek or hold any elective, remunerative political office without the consent of your department head, dean, the President, and the President of the UL System. You may, however, exercise your rights as an individual citizen to attempt to influence legislation or public policy. You may not use State resources to do this, and you must make it clear that you are speaking as a private individual and not as a University representative. Further restrictions on political activities are placed on classified employees by the Louisiana Civil Service Law. If you are a Civil Service employee, you may not take part in the management or affairs of any political faction or party in any political campaign. This regulation is not intended to interfere with your right as a citizen to express your opinion privately, to serve as a commissioner or official watcher of the polls in elections, or to vote freely. It does, however, provide you with protection from political intimidation and job security free from political interference.

## **2.11 Promotions**

All unclassified staff vacancies are advertised on the UNO Job Opportunities website and all classified vacancies are advertised on the Louisiana Department of State Civil Service website located [here](#) to provide opportunities for promotion from within the University community. Classified promotions are often competitive based on test scores within job families and/or by scores for individual higher level jobs. Employees who are interested in applying for positions that require a qualifying Civil Service examination are responsible for taking the exam before an actual vacancy occurs.

Classified promotional salary increases are based on the number of pay grade levels that the employee is advancing. As a rule, there is a 7% increase in pay for moving up one pay grade; 10.5% increase for a two-level advancement; and 14% for moving up three or more levels. There is a mandatory decrease of 7% for movement to a lower pay grade. In any case, an employee must be paid no less than the minimum salary for the pay grade and no more than the maximum salary for the pay grade. An employee who has been assigned additional duties and responsibilities can

appeal to the State Civil Service System for a change in title. Requests for reallocation are submitted through administrative channels to the Office of Human Resource Management.

Unclassified Staff will be considered for salary increases in accordance with [AP-BA-46.2](#), *Unclassified Pay Policy*.

## 2.12 Performance Evaluation

Formal performance evaluations are conducted on classified and unclassified staff annually in accordance with [AP-BA-45.2](#), *Performance Appraisal Requirements for Classified, Unclassified, and Academic Employees*.

## 2.13 Financial Exigency

The policy and procedure for Financial Exigency is provided in Chapter III (Faculty and Staff) Section XVI (Financial Exigency) of the UL System Bylaws.

**Staff Reduction.** The Board recognizes circumstances that may indicate a need for staff reduction such as financial exigency. Financial exigency may exist at the institution, program or budget unit level and shall be verified by the System staff.

**Board Policy on Financial Exigency.** Anything in the RULES of the Board of Supervisors for the University of Louisiana System to the contrary notwithstanding, if the Board determines that a condition of financial exigency exists at an institution, program, or budget unit within an institution, or in the University of Louisiana System generally, then the furlough, layoff, and/or termination of tenured faculty, non-tenured faculty, or other contract employees before the end of their contract term will be handled in accordance with the financial exigency policy set forth below.

1. Definition of Financial Exigency. A condition of financial exigency shall exist whenever the financial resources of an institution, program or budget unit are not sufficient to support the existing programs and personnel without substantial impairment of the ability of the entity to maintain the appropriate level of programs and services. Financial exigency may result from a substantial reduction in financial resources or from the failure to receive increases in financial resources sufficient to maintain the appropriate level of service. Evidence of financial exigency may include, among other factors, reduction of state appropriations, faculty and staff salary levels substantially below national and regional averages, significant loss of personnel, or inability to attract new personnel apparently due to inadequate salary and other support, and substantial threat of deterioration of facilities due to lack of resources for maintenance.

2. Board of Supervisors for the University of Louisiana System Action. The Board, in the exercise of fiscal responsibility, may decide to declare financial exigency with respect to the System as a whole, to one or more institutions of the System, or to one or more programs and/or budget units within institutions. Reasonable efforts shall be made to ensure that students affected will be allowed to complete their programs, within the limits of budgetary restraints, at the institution or by transfer to another institution. A declaration

of financial exigency shall represent a determination by the Board, upon recommendation of the institution 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 effect a cost savings sufficient to alleviate the financial exigency. The determination of financial exigency affecting the System, institution, program or budget unit shall be the sole responsibility of the Board. However, the president of an institution, after consultation with representative faculty members and approval by the System President, may request such a determination by the Board through the System President. When such determinations are made, this policy, along with any implementing procedures, will take precedence over those applicable Board policies that govern normal operating procedures. Implementation of a declaration of financial exigency by the Board shall be developed with the understanding that action taken will be consistent with the basic mission of the System to provide the best possible education, research, and public service.

3. Implementation of Declaration of Financial Exigency. Upon a declaration of financial exigency by the Board, the president of each institution, after consultation with representative faculty and staff, and approval by the System President, shall determine whether furloughs, layoffs, and/or terminations are required and which employees will be affected. This determination shall be made in accordance with procedures established by the System President, and approved by the Board, which will give primary consideration to the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution. The procedure should also give priority to tenured faculty over non-tenured faculty in retention. Faculty and other employees under contract who are furloughed, laid off, and/or terminated before the end of their contract terms for reasons of financial exigency shall, whenever possible, be notified at least 90 days in advance of the date of the furlough, layoff, and/or termination. Notice shall be in writing and shall be delivered personally or by certified mail, with return receipt requested. Notice shall be complete upon delivery or mailing and shall include:

- a. a statement of the conditions requiring furlough, layoff, and/or termination;
- b. a general description of procedures followed in making the decision;
- c. a statement of the employee's right to respond orally and in writing to a designated official or committee of the institution;
- d. the employee's right to a review by the institution president within the time specified in the notice as to the reasons for the furlough, layoff, and/or termination; and
- e. the employee(s) shall also have the right, upon written request within 20 days from the date of notification of the final decision of the institution president, to apply in writing to the System office for a review of the decision.

4. The term "furlough," as used in this policy, is defined as temporary leave without pay for any employee, including tenured faculty members, non-tenured faculty, or other contracted employees, before the end of their contract term. The term "layoff," as used in this policy, is defined as the temporary dismissal of any employee, including tenured faculty members, non-tenured faculty, or other contracted employees, before the end of their contract term. Layoffs may lead to eventual termination. Layoffs and/or terminations may occur within a program or budget unit of an institution without a net loss of faculty members or other personnel at the institution. Specifically, layoffs and/or terminations in some programs or budget units may occur with simultaneous authorization of new positions for different duties in other units, depending upon the needs of such units.

5. **Approval Required.** Anything in the regulations of the Board notwithstanding, if the Board declares financial exigency, either at an institution, program or budget unit, or in the System, as provided in (3) above, program modifications or discontinuances recommended by the institution and approved by the System President must be approved by the Board. With respect to the implementation of such program and/or budget unit modifications or discontinuances upon a declaration of financial exigency, decisions with respect to furlough, layoff, and/or termination of any tenured faculty, non-tenured faculty, or other contract employee before the end of their contract term must be approved by the institution president and the System President, and the decisions are final upon approval of the System President. Review of such decisions by the Board is at its sole discretion.

6. **Termination of Financial Exigency.** Financial exigency shall terminate either at the end of the fiscal year, or after one calendar year, depending upon the financial state of the institution, program or budget unit at the end of the fiscal year.

***Published Policy.*** The institution shall make provisions to publish a reference to and summary of this Rule in their handbook.

***Emergency Procedure.*** The System President may allow the institution to implement emergency procedures to be reviewed at the next full Board meeting.

***Furloughs outside of Financial Exigency.*** In addition to furloughs implemented under a declaration of financial exigency, the Board may initiate separate measures which authorize the campuses to take specific employee actions, including furloughs, in the event of severe budgetary constraints. Such actions may only take place with the recommendation of the System President and approval of the Board.

## **2.14 Furloughs**

UL System Policy Number [FS-III.XVIE-1](#) (*Chapter III Section XVI "Financial Exigency"*) provides guidance for furloughing of employees, including staff. Board Rules define financial exigency and provide for furlough, layoff, termination and other staffing reduction parameters in response to such events. Additionally, the Board may initiate separate measures, such as resolutions or other directives, which authorize and empower the University to take specific employee actions in the event of severe budgetary constraints, including those that arise from

substantial reductions in state appropriations, the occurrence of natural or physical disasters, terrorism, or a public health emergency. The President of the University may invoke this policy to require employees to take unpaid furlough days only upon recommendation of the System President and approval of the Board.

## **2.15 Leaving the University**

Departure from the University for reason of retirement, resignation, termination, non-reappointment, or any other reason must be preceded by activities intended to ensure that all individual accounts with the University will be settled and that all University identification cards, keys, and equipment will be returned to the appropriate custodians. A Clearance Form attesting that these activities have been carried out must be signed by the supervisor. See [AP-BA-26.2, Clearance of Employees Terminating Employment with the University](#). Dismissal from the University may occur for conditions such as conduct seriously prejudicial to the University, insubordination, theft, neglect of duty, inefficiency, incompetence, unsafe action, property damage or misuse, falsifying records, or concealing improper actions. Under certain circumstances, the University is required to terminate the employment according to state law (L.R.S. 42:1414).

### ***Termination of Non-Faculty Academic Employee***

If you are an associate, a part-time member of the academic staff, or an adjunct faculty member, the University's obligation to you extends through the period specified on your most recent appointment papers. Termination prior to the expiration of such an appointment may be made for just cause or due to declared financial exigency.

### ***Termination of Unclassified Employee***

If you are an unclassified employee, you hold your position at the pleasure of the Board of Supervisors (unless you are subjected to an employment contract with different provisions). Your services may be terminated by written notice from the appropriate administrative officer, through your dean or director, the President, and the President of the UL System.

### ***Termination of Classified Employee***

The first twelve to twenty-four months of service with the University constitute a probationary period that is used as an evaluation period by your supervisor. During this probationary period, you may be terminated if your performance does not meet the required standard of work, provided the reasons for this termination are furnished to you in writing and are sent to the Director of the Department of Civil Service. Termination during the probationary period may not be appealed to Civil Service unless you allege discrimination.

If you are a permanent classified employee, you may be terminated if your conduct is found to impair public service. Such termination requires administrative approval and prior written notification to you. You will also be allowed, 30 days from the date you are notified of the termination, to appeal the action to the Department of Civil Service. This appeal must conform to Chapter 13, Civil Services Rules, available in the Office of Human Resource Management.

## 2.16 Leaves, Vacations and Holidays

### *Annual Leave*

The Annual Leave policy of the UL System is outlined in Policy Number [FS.III.XXI-1](#). Annual leave is leave with pay granted to eligible employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns.

A. No 12-month unclassified employee shall be credited with annual leave for any calendar month:

- i. until completion of that calendar month as an employee,
- ii. during which the employee was on leave without pay for ten or more working days, or
- iii. while serving in the military.

B. Accrued unused annual leave earned by an employee shall be carried forward to the succeeding years without limitation.

C. When an employee changes his position from one state agency to another, his accumulated annual leave shall be forwarded to the new agency and shall be credited to him.

D. Legal holidays, state-designated holidays, days of local conditions and celebrations, and similar periods when designated, announced, and observed by the institution, shall not be charged to annual leave.

E. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the appointing authority. Requirements concerning the use of annual leave include the following:

- i. An appointing authority may require an employee who has sufficient annual leave to his credit to take annual leave whenever the authority feels that it is best for the employee or the appointing authority.
- ii. Except when given special advance approval for absence from duty, an employee must be at his work station for the day in order to be classified as on duty. A work station normally will be one's office or elsewhere on the employer's premises, or at other locations while representing the employer.
- iii. Upon resignation, death, removal, or other termination of employment of an unclassified employee, annual leave amounting to the same maximum as is provided for members of the classified service of the state by the Civil Service Commission and approved by the Governor, and accrued to his credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the annual leave has been accrued under established leave regulations and

attendance records have been maintained for the employee by his supervisor. Such pay shall be computed at the employee's base rate of pay at the time of termination.

***Unclassified Annual Leave Accrual Schedule:***

**Years of Service Accrual Rate per Month**

Less than 3 years.....	8 hours (full time)
3 years, but less than 5.....	10 hours (full time)
5 years, but less than 10.....	12 hours (full time)
10 years, but less than 15.....	14 hours (full time)
15 or more years.....	16 hours (full time)

***Classified Annual Leave Accrual Schedule:***

**Years of Service Amount of Leave Accrued**

Less than 3 years.....	0.0461 per hour (approximately 8 hours per month full time)
3 years, but less than 5.....	0.0576 per hour (approximately 10 hours per month full time)
5 years, but less than 10.....	0.0692 per hour (approximately 12 hours per month full time)
10 years, but less than 15.....	0.0807 per hour (approximately 14 hours per month full time)
15 or more years .....	0.0923 per hour (approximately 15 hours per month full time)

***Sick Leave***

The Sick Leave policy of the UL System is outlined in Policy Number FS.III.XXI.-1. Sick Leave is defined as leave with pay granted to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment.

A. No unclassified employee shall be credited with sick leave for any calendar month:

- i. until completion of that calendar month as an employee,
- ii. during which the employee was on leave without pay for ten or more working days, or
- iii. while serving in the military.

B. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.

C. When an employee changes his position from one state agency to another, his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.

D. Sick leave with pay may be taken by an employee with sufficient leave to his credit for the following:

- i. illness or injury that prevents performance of his work duties, or
- ii. medical, dental, or optical consultation or treatment.

E. There is no minimum charge for sick leave. It is to be charged on a half-hour basis.

F. The employee may use sick leave for maternity purposes when her postnatal or prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six weeks unless a physician certifies the employee's inability to return to work.

G. Upon death or retirement of an unclassified employee, sick leave accrued to his credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.

***Unclassified Sick Leave Accrual Schedule:***

**Years of Service Accrual Rate per Month**

Less than 3 years.....	8 hours (full time)
3 years, but less than 5.....	10 hours (full time)
5 years, but less than 10.....	12 hours (full time)
10 years, but less than 15.....	14 hours (full time)
15 or more years.....	16 hours (full time)

***Classified Sick Leave Accrual Schedule:***

**Years of Service Accrual Rate Per Hour**

Less than 3 years.....	0.0461 per hour (approximately 8 hours per month full time)
3 years, but less than 5.....	0.0576 per hour (approximately 10 hours per month, full time)
5 years, but less than 10.....	0.0692 per hour (approximately 12 hours per month, full time)
10 years, but less than 15.....	0.0807 per hour (approximately 14 hours per month, full time)
15 or more years.....	0.0923 per hour (approximately 16 hours per month, full time)

***Leave Without Pay (LWOP)***

Leave without pay must be requested in writing, in advance and may be granted to you for personal reasons. The duration of this leave may not extend beyond the period of your present appointment. During such leave, you may not accumulate sick leave or vacation leave. While you are on leave without pay, you may continue membership in the University group insurance programs (except for LTD) for a maximum of one year, but UNO will not make any contributions, unless the leave without pay is granted under the Family and Leave Act (FMLA). Arrangements to continue insurance coverages must be made in advance by completing a form in the Benefits Section of the Office of Human Resource Management.

Your service before and after leave without pay is credited in the same manner as if your service had been continuous. The reasons for requesting leave without pay must be acceptable to the University, and your department must be able to grant it without seriously affecting departmental operations. Reasons for granting leave without pay may include, but not be limited to:

- Extended illness (after sick and vacation leave are exhausted)
- The need to provide care for members of your family
- Education which will directly increase your effectiveness
- 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 upon your return. You will not receive holiday payment for any holiday that intervenes while you are on leave-without-pay status. Leave without pay may be granted for a period of one year or more, subject to approval of the Board of Supervisors, for academic (other than faculty) and unclassified employees. For classified employees, leave without pay may be granted for a period up to, but not exceeding, one year. Any extension beyond this time is subject to the joint approval of the University and the Civil Service Commission.

#### ***Family and Medical Leave (FMLA)***

Family and Medical Leave (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. UL System Policy [FS-III.XX.-1, Section X](#) *Family and Medical Leave* provides guidelines for Family and Medical Leave. The State Colleges and Universities of Louisiana System have adopted the provisions of the U.S. Family and Medical Leave Act of 1993 for all its employees. The Louisiana Department of Civil Service (See General Circular No. 1126, October 8, 1993) has previously taken the position that all classified employees are covered by this Act. The contents of the Department of Civil Service General Circular No. 1126 shall therefore apply to all full-time System employees. University policy is to run FMLA leave concurrent with accrued leave. The University will continue to pay the employer portion of insurance premiums during the leave period.

#### ***Civil Leave***

UL System Policy [FS.III.XXI.-1, Section VIII](#) *Leave for Civil and National Service* allows for Leave For Civil and National Service. The following are recognized by the Board as appropriate reasons:

1. for performing jury duty;
2. when summoned to appear as a witness before a court, grand jury, or other public body or commission;
3. for performing emergency civilian duty in relation to national defense;

4. for voting in a primary, general, or special election which falls on his scheduled working day, provided that not more than two hours of leave shall be allowed an employee to vote in the parish where he is employed, and not more than one day to vote in a parish other than the one where he is employed;
5. when the appointing authority determines that employees are prevented from performing their duties by an act of God;
6. when the appointing authority shall determine that local conditions or celebrations make it impracticable for employees to work.

### ***Military Leave***

UL System Policy [FS-III.XX.-1, Section IX](#), *Military Leave*, provides guidelines for Military Leave. Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick 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 shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year. However, employees 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 shall be ineligible for leave with pay.

### ***Other Leave***

UL System Policy FS.III.X.XXI.-1 provides guidelines for Other Leave not otherwise defined above. The Board recognizes other categories of leave for its employees.

A. When an employee is absent from work due to disabilities for which he is entitled to Worker's Compensation, he may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Worker's Compensation in accordance with law.

B. Probationary and permanent employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two days on any one occasion.

C. At the discretion of the appointing authority, a full-time staff member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave.

### ***Holidays***

Holidays for staff members are announced and published each year by the President.

## **2.17 Unclassified Mandatory Retirement**

***Eligibility***

Enrollment in the Teachers' Retirement System (TRSL) or, as an alternative, the Optional Retirement Plan (ORP, described below), is mandatory as a condition of employment for:

- all full-time, unclassified personnel of public colleges, universities, community and technical colleges (hired after July 1, 1991),
- all permanent, part-time employees who work more than 20 hours per week or 50% of full-time for a university, or
- all part-time employees with at least 10 years of TRSL service credit.

Aliens teaching in Louisiana based on “J” and “F” visas should seek counsel of the Office of Business Affairs (504-280-7269) to verify retirement eligibility.

The contribution rate for the Teachers' Retirement System is 8% of gross earnings. Since July 1, 1988, these contributions have been tax-sheltered and will become taxable in the Internal Revenue Code when the funds are distributed to the member either as a refund or a retirement benefit. There are no provisions under the law by which members may secure a loan from their TRSL contributions.

***Regular Retirement***

The lifetime TRSL retirement benefit is determined by a formula defined by state law. This formula calculates the maximum retirement benefit for which a member is eligible taking into account years of service, final average compensation (FAC), and benefit factor percentage. FAC will be calculated using the highest five years (or 3 years if initial enrollment was prior to January 1, 2011) of salary consecutively earned. The benefit factor percentage ranges between 2.0% and 2.5% depending on the member's initial enrollment date, age, and years of service.

***Purchase of Service***

To increase the amount of retirement benefit, active TRSL members may purchase additional service credit. The following types of service may be purchased to increase service credit: legal leaves of absence, sabbatical leaves, substituting teaching service, involuntary furlough, local/state public employment, non-TRSL participating charter school service, nonpublic/private school service, out-of-state public school service, non-USERRA military service, U.S. dependent school teaching service, previously refunded service credit, USERRA military service, and unused annual and sick leave. Certain restrictions and eligibility criteria apply.

***Deferred Retirement Option Plan***

Deferred Retirement Option Plan (DROP) is an optional program in which eligible TRSL members elect to freeze their regular retirement benefits and have those benefits deposited in a special account at TRSL, while they continue to work and draw a salary from a TRSL-reporting agency. DROP allows a TRSL member to build up savings. However, DROP participation may not be a good idea for members expecting significant pay increases, as their lifetime benefit

will be locked in at the pre-DROP average. Members may elect to participate in DROP only once. The decision to participate in DROP is irrevocable once participation begins. For more information on DROP, review the TRSL publication, DROP Handbook: A Guide to the Deferred Retirement Option Plan, which is available on the TRSL website ([www.trsl.org](http://www.trsl.org)).

### *Estimates*

TRSL will provide members with a retirement estimate upon request if the employee is within three years of retirement eligibility. The TRSL benefit calculator, found at [www.trsl.org](http://www.trsl.org) will allow the member to enter data to calculate an unofficial projection of a member's retirement benefits. For detailed information, brochures, and retirement forms, staff should contact the Office of Human Resource Management (504-280-6259).

### *Optional Retirement Plan*

The Optional Retirement Plan (ORP) is a defined contribution plan in which participating employees direct their own investments through private carriers. ORP participants are 100% vested from the date of enrollment.

## **2.18 Classified Mandatory Retirement**

### *Eligibility*

Enrollment in the Louisiana State Employees' Retirement System (LASERS) is mandatory as a condition of employment for all classified, civil service employees hired for greater than 50% of full-time effort (more than 20 hours per week) and for a duration of more than two years (except those excluded by law). Enrollment in LASERS is optional only for those classified employees who are 60 years of age or greater at the time of employment, or for classified employees who are 55 years of age or greater at the time of employment and who have credit for at least 40 quarters in the Social Security System. These employees also have the option of participating in the Louisiana Deferred Compensation Plan (LADC) or Social Security. The contribution rate for LASERS is 8% of gross earnings or 7.5% if membership began on or before June 30, 2006.

### *Regular Retirement*

The retirement benefit is determined by a formula defined by state law. This formula calculates the maximum retirement benefit for which a member is eligible taking into account years of service, final average compensation (FAC), and benefit factor percentage of 2.5%. FAC will be calculated using the highest five years (or 3 years if initial enrollment was prior to July 1, 2006) of salary consecutively earned.

### *Purchase of Service*

To increase the amount of retirement benefit, active LASERS members may purchase additional service credit. The following types of service may be purchased to increase service credit: Full-time state service was worked, but no service credit was received, service credit was denied due to an administrative error, service credit was not received due to leave without pay, furlough time, "Air Time" purchase of up to five years' service credit for time not worked, Uniformed Services Employment and Re-employment Rights Act (USERRA), military Service not under USERRA, National Guard, Coast Guard, and Reserve Forces Credit, and service credit based on time worked in a federal position. Certain restrictions and eligibility criteria apply.

### ***Deferred Retirement Option Plan***

Deferred Retirement Option Plan (DROP) is an optional program in which eligible LASERS members elect to freeze their regular retirement benefits and have those benefits deposited in a special account at LASERS, while they continue to work and draw a salary from a LASERS-reporting agency. DROP allows a LASERS member to build up savings. However, DROP participation may not be a good idea for members expecting significant pay increases, as their lifetime benefit will be locked in at the pre-DROP average. Members may elect to participate in DROP only once. The decision to participate in DROP is irrevocable once participation begins. For more information on DROP, review the LASERS publication, Membership Handbook, which is available on the LASERS website ([www.lasersonline.org](http://www.lasersonline.org)).

### ***Estimates***

LASERS will provide members with a retirement estimate upon request if the employee is within 18 months of retirement eligibility. For detailed information, brochures, and retirement forms, staff should contact the Office of Human Resource Management (280-6259).

## **2.19 Social Security**

Act 6 of the 1991 Third Extraordinary Session of the 1991 Louisiana Legislature requires that certain employees be included under Social Security rather than one of the Louisiana State retirement systems. The following categories of employees are currently exempt from both the Louisiana State Employees Retirement System (LASERS) and the Teachers' Retirement System (TRS) and will be required, instead, to pay Social Security tax:

- Part-time employees. For Social Security purposes, employees are considered part-time if they are employed at or below 50% of effort. Unless these employees are currently vested in a state retirement system, they will be required to contribute to Social Security and Medicare. If a status change causes the percentage of effort to exceed the criteria stated above, employees will be required to join the appropriate retirement system, if they are otherwise eligible.
- Seasonal employees. This group includes employees hired on an intermittent, short-term basis.
- Temporary employees. This group includes all academic and non-classified employees hired on annual appointments, periods of appointment (as so designated on standard personnel form 101), or any nontenure-track appointment for a term less than two years. Temporary employees will be required to join the appropriate retirement system after they have been continuously employed for two years, if they are otherwise eligible.

For further information, staff should consult the Office of Human Resource Management (504-280- 6259).

## **2.20 Tax-Deferred Supplemental Retirement Accounts (SRAs)**

Because of the University's status as a tax-exempt educational organization and a State Agency, University employees are provided the opportunity to participate in tax-deferred supplemental retirement accounts (SRAs). UNO currently offers a 403(b) plan and a 457 plan administered by the Louisiana Deferred Compensation Plan. An SRA allows employees to set aside a portion of their salary before federal and state taxes are withheld through payroll deduction. The maximum amount that may be tax-sheltered is determined by federal law and is set by the IRS each calendar year. Employees that are age 50 or older may be eligible to contribute an additional amount referred to as the "Catch-Up Provision."

## **2.21 Group Insurance**

Various types of insurance are available to the UNO staff employed at a minimum of 75% of full-time effort (30 hours/week) and appointed for at least one semester or 120 days. Group insurance offered includes medical, dental, vision, long-term disability, life, and accidental death and dismemberment. Flexible Spending Accounts and a Section 125 plan are also available. For more information, employees are urged to read the descriptive brochures furnished by the Office of Human Resource Management. Participation in group insurance is voluntary.

## **2.22 Worker's Compensation**

Workers' Compensation laws provide money and medical benefits to an employee who has an injury as a result of an accident, injury or occupational disease on-the-job. Worker's Compensation is designed to protect workers and their dependents against the hardship from injury or death arising out of the work environment. If you are injured on the job, notify your supervisor, complete an incident report and contact the Office of Human Resource Management (504-280-6259).

## **2.23 Employee Facilities and Services**

### ***Parking***

The University requires all personnel using motor vehicles on the campus to register these vehicles with the University Police, regardless of ownership, within 48 hours after the vehicle is first brought onto the campus. A decal must be purchased at the start of each academic year. Areas reserved for staff are clearly marked with yellow or red lines. Temporary parking permits are available at the University Police Office if the registered vehicle is disabled or for any other type of emergency situation. Special permits for the handicapped may be purchased upon presentation of a physician's certificate. Tickets are issued and fines assessed for parking and traffic violations. Staff may pay fines at the Office of the Bursar from 8:00 a.m. to 3:30 p.m. Six simple offenses in one semester will result in the revocation of the parking permit. More serious violations, such as unsafe operation of a vehicle, may result in immediate suspension of driving privileges. Further details on parking and traffic regulations may be obtained from the University Police Office and in the document UNO Parking and Traffic Regulations.

### ***Identification Cards***

Employees may have picture identification cards made by University Computing and Communications (UCC). Identification cards are required to gain access to recreational facilities, to cash checks at the bookstore and bursar's counter, to borrow books from the library, and for other, occasional purposes. They may be used in the community as a general identification document, and may serve to identify the holder for purposes of merchants' discounts, cashing checks, and the like. The possession of the card does not authorize the individual to make purchases in the University's name. Spouses and dependents of University staff may also obtain identification cards, which are to be presented when University services open to family of staff are desired.

### ***Credit Union***

The UNO Federal Credit Union offers its services to all members of the staff. The purchase of a \$5.00 share of stock is required for membership, and accounts are insured up to \$100,000.00. Credit Union savings and loans are both insured at no cost to the member. Credit disability insurance is also available on all loans. Interest-bearing checking accounts requiring no minimum balance are available to all credit union members. Inquiries should be referred to the UNO Federal Credit Union.

### ***The Earl K. Long Library***

The Earl K. Long library is located in the center of campus and is a convenient stop to and from offices for staff who wish to conduct research, check out books and periodicals, to find locations of other books and journals in town, to order material through interlibrary loan, to place class readings on reserve, to have an online search done, to bring classes for instruction in research methods and tools, or just to sit down and read in quiet or to put on headphones and relax in the music room.

### ***Recreation and Fitness Center (RFC)***

The UNO Recreation & Fitness Center has approximately 87,000 square feet of space dedicated to a variety of recreational and fitness activities. An expansive 16,000 square feet is allocated with state-of-the-art equipment that includes, but not limited to: plate loaded/free weights with urethane plates and easy grip handles, selectorize and cardiovascular equipment. Amenities in the Recreation and Fitness Center include: TV's in the cardiovascular and free weight area, Dr. Richard Stillman Track (1/10 mile), natatorium (25 yard/4 lane pool), day and reserved locker rooms, outdoor deck, two racquetball courts with glass back walls and hardwood maple floors, two dry saunas, gymnasium housing three full-size basketball courts with hardwood maple floors which can be used for volleyball and badminton, two multipurpose rooms for group exercise activities and a snack bar area with seating.

### ***The University of New Orleans Women's Center***

The University of New Orleans Women's Center serves faculty, students, staff, and women in the larger New Orleans community.

### ***University Computing and Communications***

The University Computing and Communications provides general purpose computing facilities for instruction and research.

### ***Media Resources Center***

The Media Resources Center on campus provides services to aid the instructional staff in classroom presentations. The Center serves as the production facility and distribution center for movie films, film strips, audio and video tapes, color slides, posters, charts, graphics, photographic aids, and the associated equipment which assist in the teaching process. Personnel at the Center also act as consultants to individual teachers and university offices in the preparation and production of a wide range of materials to aid in communication with students, faculty and staff.

### ***Bookstore***

Textbooks, general and reference books, classroom and office supplies, personal computers and software, cards, gifts, and imprinted apparel and items are available at the UNO Bookstore. Faculty and staff receive a 10% discount on non-sale item purchases with proper identification. Currently published books not stocked can be special ordered. Caps and gowns also may be purchased from the Bookstore. Requests for required course books and supplies should be submitted by department chairs according to the schedule published on the academic calendar and [AP-BA-14.2](#), *Guidelines for Soliciting or Selling on Campus Policy*. Desk copies are requested directly from publishers, either by the faculty member or the department secretary. The Bookstore may provide a faculty member with a desk copy in emergencies, provided the request is made on a stores requisition signed by the department chair. The desk copy may later be replaced by the department; otherwise the department will be billed for all desk copies at mid-semester. The Bookstore conducts used textbook buyback at all times during the year. <http://bookstore.uno.edu>

## **3.0 FACULTY EMPLOYMENT**

A faculty is preeminently responsible for the definition, quality, and character of a university. The faculty body is responsible for the development and delivery of curricula, and for the institution's record of scholarly contributions.

### **3.1 Definition and Organization**

The faculty consists of all members of the academic staff having the rank of instructor or higher who are appointed full time for at least a one-year period, and part or all of whose current work is within an academic department, school or college. Part-time faculty may be enfranchised to the degree deemed appropriate by the full-time faculty. The faculty of each college or school defines and recommends degree programs for units under its jurisdiction and recommends candidates for degrees. Professional librarians also hold the rank of instructor, assistant, associate or full professor. Faculty ranks are defined in Chapter III of the UL System Bylaws (Section X. Faculty Rank).

#### ***Departmental Faculty***

The departmental faculty consists of all members of the academic staff of each department having the rank of instructor or higher (or equivalent rank) who are appointed full time for at least one year and a part or all of whose work for the current year is in that particular department. Part-time

faculty members may be enfranchised as a class to the degree deemed appropriate by the full time faculty of the department.

The departmental faculty has jurisdiction over matters concerning its educational policies insofar as these do not conflict with the policies of other departments or with the rules and regulations of its own college or school or of the university.

The department is the basic organizational unit of the academic faculty. The departments are grouped into colleges headed by a dean, who appoints the chair of each department after appropriate consultation with the departmental faculty.

### *Graduate Faculty*

Qualified faculty who are members of departments that offer graduate programs may be appointed to the graduate faculty. They are so designated by the President upon recommendation of the Executive Director of Graduate Programs, with the advice of the Graduate Council, acting upon appropriate nominations from the faculty in that discipline. If a department chair or 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 dean of the college or to the Executive Director of Graduate Programs for consideration by the Graduate Council.

A faculty member must be a member of the graduate faculty in order to teach a course for graduate credit and to direct graduate theses and dissertations. Graduate faculty are classified as full members or as associate members, according to their qualifications and experience. Full members are appointed to renewable five-year terms; associate members are appointed to terms for up to three years at a time.

The qualifications for full membership on the graduate faculty are as follows:

- indeterminate tenure
- highest degree appropriate to the field
- experience in directing theses
- current, sustained, and continuous interest in research or creative work as evidenced by scholarly or creative activity and by publication in recognized journals in the relevant field.

The qualifications for associate membership on the graduate faculty are similar to those for full membership. Persons who are actively engaged in research but lacking one or more qualifications for full membership may be appointed to terms up to three years as associate members, at the discretion of the Executive Director of Graduate Programs, upon the recommendation of the Graduate Council.

Other qualified persons whose participation in graduate programs is desired may be recommended by the department chair to the Executive Director of Graduate Programs for consideration as administrative appointments for a particular semester or academic year.

Voting power at graduate faculty meetings, whether within departments or at Graduate School meetings, is vested only in the full members on matters of educational policy and graduate faculty credentials. Full and associate members of the graduate faculty may vote on recommendations for degree candidates.

### **3.2 Academic Freedom**

The University of Louisiana System is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of assignment and to give in the classroom and elsewhere such exposition of the subject as the teacher believes to represent the truth. This principle also includes the right of a member of the academic staff of the university system to exercise in speaking, writing, and action outside the University other ordinary rights of a citizen, but it does not decrease the responsibility that the member of the academic staff bears to the university system, the state, and the nation. A member of the academic staff not officially designated to represent the university system must indicate clearly that he or she is speaking as an individual citizen.

Among the many implicit responsibilities that must be assumed by those enjoying the privileges of academic freedom is that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues. Moreover, although all faculty are entitled to freedom of speech in public fora, they are expected to make clear in these instances that they speak as private citizens and not as official representatives of the university.

### **3.3 Faculty Authority**

Authority to determine the educational policy of the University of New Orleans – its colleges, schools, and departments is delegated to the faculty by the Board of Supervisors. The faculty exercises this authority by deliberative action in all units and divisions of the University.

The faculty has the authority to establish curricula, fix standards of instruction, and determine requirements for degrees, and make recommendations for the granting of degrees through its respective colleges. It has legislative power over its own meetings and may delegate its own authority to the Faculty Senate and/or to other standing committees. The faculty's authority is limited to matters proper to the faculty, and the UNO President or the UL System President may suspend any faculty action that is deemed administrative in nature or which seriously affects the interests of another faculty of the university or of the system.

The University of New Orleans faculty generally exercises its authority over educational policy through the Faculty Senate and its committees and through departmental, college-level and campus-level committees on courses and curricula.

### **3.4 Appointment Procedures**

Appointment to the University of New Orleans faculty is accomplished through procedures designed to ensure equal opportunity for employment to all qualified persons, regardless of race, sex, age, or ethnic origin, and to ensure that employment decisions on the part of the university

and the prospective faculty member are made with full knowledge of conditions and requirements on both sides. Available positions are advertised in media appropriate to the field of the potential applicants, and all nominations and applications are carefully screened. The record of appointment, from the department's request to fill a vacancy through the actual appointment as reflected in the approved Personnel Action Form [Form 101], is maintained in the Office of Academic Affairs, with copies in college and departmental offices. Although approval of a new appointment must be obtained through the UL System level and is not complete until the UL Board of Supervisors has acted on the appointment, it is the academic department that screens applicants and makes the final selection. Search procedures may vary from department to department or from college to college, but generally the chair of a department, upon consultation with appropriate departmental faculty, makes his or her recommendation for appointment to the dean of the college. From the dean, the recommendation goes through channels until the final Board approval is granted. Since the UL System Board of Supervisors ordinarily acts on personnel matters only at regularly scheduled meetings, notification of Board approval occasionally reaches the university after the beginning of an appointment. In such instances, although the appointment is not final until it is ratified by the Board of Supervisors, the new faculty member may consider his or her copy of the fully approved Form 101 a contract for employment, subject only to the Board's action.

The selection and appointment of new faculty are effected within the objective of creating and sustaining the most highly qualified teaching and research staff possible. The only restriction on University of New Orleans employment decisions made within this objective consists of the general, statewide policy whereby persons related to each other in the first degree by blood or marriage may not be placed into a supervisor-employee relationship; however, advancement to a supervisory position, such as that of department chair or dean, is not hindered if the immediate family member of the person promoted has been in employee of that particular unit for one year before the promotion occurs.

### 3.5 Personnel Records of University Employees

Personnel files are maintained in the Office of Human Resource Management. The Assistant Vice President of Human Resource Management is the custodian for personnel records. Personnel records shall be maintained in accordance with the *University Records Retention Policy*, [AP-OP-15.2](#), the Louisiana Public Records Act, and other applicable law. Faculty members may review/copy their personnel file upon request. The file will be provided within a reasonable length of time, not to exceed three days.

### 3.6 Academic Ranks

Faculty ranks are defined in Chapter III (Faculty and Staff) Section X (Faculty Rank) of the UL System Bylaws.

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

**Rank Distribution.** Special care shall be exercised in assigning faculty ranks to new appointees and in making promotions in rank from year to year.

**Promotion.** Each institution shall establish a policy setting criteria for faculty promotion. The policy statement should state that very few persons who do not hold the doctorate will be promoted to the rank of full professor. The University policy on faculty promotion is provided in Section 3.11 (Faculty Promotion) below.

**Evaluation.** Each institution shall evaluate each faculty member and administrator on an annual basis, and the evaluation shall be filed in appropriate files. The institution's policy for faculty evaluations shall include definite and stated criteria, consistent with policies and procedures of the Board and the institution, for evaluating the performance of each faculty member. As part of its evaluative procedures, each institution will utilize a system of periodic faculty evaluations by students, with the improvement of teaching effectiveness as a major focus of such evaluations. Institutions are encouraged to utilize multiple sources of information (e.g. student ratings of instruction, peer evaluations, etc.) in their review processes. Evaluations are to assess performance in an appropriate mix of teaching, research, and service. Each university president will ensure that merit, i.e. adequacy of performance as determined by the evaluation system of the institution, shall be a primary factor in decisions of faculty retention, compensation, Promotions, and other advancements.

**Special Ranks.** The following ranks may be assigned to academic personnel in certain employment situations within the university.

1. The titles "Visiting Professor," "Visiting Associate Professor," "Visiting Assistant Professor," and "Visiting Instructor" are courtesy titles given to holders of visiting full-time appointments at those respective ranks. Faculty are assigned to such ranks for temporary, short-term (non-tenure track) appointments.
2. Full-time faculty whose primary responsibility is conducting research and who are normally paid from grant or contract funds are to be appointed as Assistant Professor-Research, Associate Professor-Research, or Professor-Research. The faculty members in these ranks do not acquire tenure. As an alternative, and upon the individual recommendation of the institution president and approval by the Board, such persons at the rank of Associate Professor-Research and Professor Research may be appointed for rolling terms of up to five years (to be specified). The contract for such rolling terms may provide for conditions related to continued funding of the grant supporting the position. Faculty members on such appointments are reviewed annually. At such annual review, a recommendation not to reappoint the associate professor or professor is with a terminal appointment of up to five years. The faculty member is notified of a decision not to renew the appointment up to five years (specified for each individual) before the end of the appointment. Faculty members on such appointments may be terminated for cause at any time with due process.
3. Professional-in-Residence is a category of professionals appointed to instructional positions, with working titles such as Architect-in-Residence, Artist-in-Residence, Journalist-in-Residence, Writer-in-Residence, etc. The professional may be in residence at

irregular intervals. Tenure is not awarded to individuals holding this title. Appointment to this title may be annual, or limited, and may be full -time or part-time.

***Emeritus Titles.*** The awarding of emeritus title is an administrative responsibility, with the exception of President Emeritus (University or System). The university president may approve such titles based upon established university criteria and procedures. Emeritus titles should be reserved to honor, in retirement, faculty and administrators who have made distinguished professional contributions and have served significant portions of their careers at the institution: e.g., emeritus professor of chemistry, emeritus dean of education, emeritus president. The System President may recommend to the Board of Supervisors the title of president emeritus when deemed appropriate. Normally the granting of titles of this nature requires a minimum of ten years of service to the institution; however, in cases of demonstrated exceptional performance, a lesser period of service may be considered. (Revised 8/26/2011). To be eligible for consideration for academic emeritus status, the individual is expected to have achieved the rank of professor. In exceptional cases, an associate professor with an outstanding record of achievement and contribution to the university may be recommended for this status. The following are the minimum criteria for consideration for the granting of emeritus status. However, meeting the minimum criteria should not be considered adequate justification for recommending emeritus status.

1. Clear evidence of outstanding teaching, scholarly activity, and/or administrative services;
2. Recognized record of meritorious professional achievement, growth, and development;
3. Clear evidence of university service beyond the normal or ordinary expectations.

### **3.7 Duties and Responsibilities**

Members of the academic staff are expected to devote themselves to the accomplishment of the purposes for which the university exists: instruction, research and public service.

***Teaching Load.*** The UL System has established guidelines for faculty workload which are provided in Chapter III (Faculty and Staff) Section I. (Rights, Duties and Responsibilities of the Academic Staff) of the bylaws. According to those guidelines, each institution shall have a policy defining standard workload expectations for its faculty. The UNO Faculty Workload Policy implements the UL System guidelines for University faculty members.

The University of Louisiana System requires that “each person employed as a full-time instructional faculty member shall be assigned a minimum of 24 semester hours, or its equivalent, of instruction in organized undergraduate classes each academic year.” The System further allows for graduate teaching, administrative duties, research, and other activities as acceptable forms of equivalent effort.

The University of New Orleans requires all full-time faculty members, whether instructional or in rank, to fulfill the equivalent of a 24 semester hour load per academic year. The balance of

duties between teaching, research/scholarship/creativity, administration, service, and other duties shall be defined and enforced by each academic department with the approval of the respective dean and the Provost. Part-time faculty members will have a pro-rated workload based on their percent of full-time effort. As academic non-instructional faculty with fiscal year appointments, the workload expectations and responsibilities for Library faculty are defined by their position descriptions and do not include a teaching load requirement. Along with performance, their assigned responsibilities include research and service.

The Faculty Workload policy applies to faculty members at the level of department chair and below. Deans and faculty members in administrative appointments will be subject to separate workload policies.

### *Departmental Responsibilities*

- 1) Each chair of an academic department is charged with developing discipline-relevant guidelines for determining workload equivalents. Such guidelines should be ratified by a vote of the faculty members in that department. Subsequent approval by the relevant dean and the Provost will officially recognize the department's workload frameworks.
- 2) Chairs are responsible for annually determining workload assignments for each faculty member and ensuring compliance. Chairs must also report workload assignments annually to their respective deans, who will subsequently report to the Provost.
- 3) Each department chair shall develop an annual faculty evaluation framework that incorporates compliance with the UNO Workload Policy and the university Annual Evaluation Policy. Departmental evaluation frameworks should be ratified by each department and approved by the respective dean and the Provost.

### *Guidelines for Developing Departmental Workload Frameworks*

- 1) Faculty in rank are expected to contribute in all three areas described below. The relative contribution of each area to the overall full-time effort will vary from faculty member to faculty member, but must always total the equivalent of a 24 credit hour per academic year effort.
  - a. **Research.** This area includes research, scholarly work, and creativity as defined and accepted in the relevant discipline. The credit hour equivalence of any research activity must be evaluated within each department on an annual basis and compared against the standards developed within that department and approved by the dean and Provost. These equivalencies should be in line with current practices in the discipline. The process of this evaluation shall be determined by the faculty of each department with approval of the relevant dean and Provost. Examples of research effort that may be given workload credit include:

- i. Preparation and publication of scholarly works (books, peer reviewed journal articles, etc.)
- ii. Presentation of research or scholarly work at regional, national or international meetings or the equivalent in a relevant discipline
- iii. Preparation, performance, exhibition, and publication of creative works (poetry, novels, music, sculpture, painting, film, video, theater, etc.)
- iv. Supervision of graduate students (in departments where such supervision is considered part of the faculty member's research duties)
- v. Service as chair of thesis or dissertation committees (in departments where such supervision is considered part of the faculty member's research duties). Where appropriate, service as a non-chair member of such committees may also receive workload credit.
- vi. Preparation and submission of research proposals
- vii. External funding and oversight of grants and contracts
- viii. Preparation of patents and participation in technology transfer
- ix. Other efforts deemed relevant by the department and discipline

b. **Teaching.** The normal expectation is that each faculty member teaches a minimum of 3 credit hours per semester unless compelling circumstances warrant otherwise and the respective chair, dean, and the Provost concur. The workload effort for lecture courses will generally be equal to that of the course credit hours. Teaching of laboratory courses will also be weighted in this manner. For lecture or lab courses whose credit hour value varies from the workload effort, the department chair will adjust the workload effort accordingly. Adjustments up or down are possible, but each must be justified in accordance with the department's workload framework. Examples of situations where an adjustment is appropriate include:

- i. Large lecture courses can be given higher workload credit than the course credit hour equivalent.
- ii. Team-taught courses will be pro-rated based on effort.
- iii. Multiple sections of laboratory that consolidate effort by the supervising instructor may be counted as a workload equivalent of less than the credit hour value.
- iv. Credit may be given for course and/or program development, which may include teaching of a course for the first time.
- v. Workload equivalence for service learning courses will be evaluated according to the effort and impact of the program.
- vi. Supervision of graduate students (in departments where such supervision is considered part of the faculty member's teaching duties)
- vii. Service as chair on thesis or dissertation committees (in departments where such supervision is considered part of the faculty member's

- teaching duties). Where appropriate, service as a non-chair member of such committees may also receive workload credit.
- viii. Other unusual circumstances can receive adjustments provided appropriate justification is provided.
  - ix. On line courses are treated as equivalent to on site courses. Appropriate adjustment can be made when the workload exceeds typical values.

- c. **Service.** Routine activities, such as advising students, holding office hours, supervising undergraduate research, and service on small departmental committees are deemed part of the normal duties of faculty members and do not warrant specific workload credit. Faculty members are expected to have a significant presence on campus, including involvement in departmental activities and interaction with students. During academic appointments, office hours must be scheduled on a weekly basis for a total of 6 hours over three separate days per week. Office hours must be published. Exceptions must be approved by the department chair. Service to greater extent can be awarded workload credit. Example activities include:

- i. Service as department chair (normally equivalent to 12 credit hour equivalent per year)
- ii. Service as associate department chair (normally equivalent to 6 credit hour equivalent per year)
- iii. Service as graduate or undergraduate coordinator with substantial time commitment (normally equivalent to 6 credit hour equivalent per year)
- iv. Service as chair of major campus-wide committee (e.g., President of the Faculty Senate)
- v. Other relevant service that advances the university as determined by the department chair with oversight of the dean and Provost

- 2) The workload of instructional faculty (instructors, professors of professional practice, and full-time artists in residence) will be comprised of teaching and such service as is approved by the department chair and dean. Workload equivalencies will be determined according to the guidelines provided above for faculty in rank.

**Class Hours.** The official class hour consists of an in-session time of fifty minutes (for classes scheduled in one- hour periods) or of seventy-five minutes (for classes scheduled in one and one-half hour periods). Fifty-minute classes begin on the hour. Seventy-five minute classes begin on the hour or the half-hour, as stated in the class schedule. In the summer, class periods last a full sixty minutes, and classes are scheduled seventy minutes apart. The hours for off-campus and evening courses vary according to the number of times per week each meets.

**Conduct of Class.** Classes must be held as scheduled. Faculty members do not have the authority to change the time or place of meeting, nor arbitrarily to dismiss a class. If they must be absent from class because of illness or other emergency, or because they are attending a professional meeting or participating in other approved activities, the chair of the department should be informed, so as to be able to make arrangements for someone else to meet the class. Whenever possible, faculty should schedule make-up class.

It is expected that the faculty will present the subject matter as stated in the catalog description of the course. The first meeting of a class should include the distribution of such items as the general plan for presenting the material and for conducting the course, the grading system, exam schedule, make-up exam policy, treatment of absences, and a syllabus in the standard university format.

**Attendance.** Students are expected to attend all classes regularly and punctually. A student who is not present to answer roll call in a class is marked absent. Faculty members are urged to take attendance, especially at the beginning of a semester. Attendance taking is required in all 1000-level courses. Frequently, registration errors cause a student to attend the wrong section or class, and sometimes taking attendance is the only means of bringing this to light. For students on commuter campuses calling the roll affords them the opportunity to learn the names of all their classmates, some of whom they otherwise might not get to know. This in turn improves the quality of life on campus and enriches discussion in and out of class.

**Examinations and Class Assignments.** The university requires that a grade be given each student in each course at the close of the semester. To this end it is also required that examinations be given, and it is presumed that enough additional work (homework, projects and/or reports) will be required both to allow the faculty member to make a reasonably valid assessment of the students' performance in the course and to give them a solid basis for estimating their standing in the course. In order that these assignments may have real merit for the latter purpose especially, it is expected that all assignments will be graded and returned to the student promptly. The faculty member or the department may prefer to retain the work; however, the student must be made aware of the grade and must be given an opportunity to examine the graded work.

Although it certainly expects honorable conduct of its students, the University of New Orleans does not operate on the "honor system." Therefore, it is expected that all tests and examinations will be effectively proctored by the instructor in charge or an assigned, qualified substitute. Final examinations are given in accordance with a schedule issued by the Office of Academic Affairs. Variations from this schedule are allowed only by specific permission from the dean of the college in which the course is offered. Faculty members may not waive final examinations. A student absent from any final examination because of illness or other valid reason may take a special examination upon the approval of the appropriate dean.

**Grading System.** The University uses the letter system of grades, with the following values assigned to each:

A has a value of four quality points per semester hour and is given for work of the highest degree of excellence.

B has a value of three quality points per semester hour and is given for work of a high degree of excellence.

C has a value of two quality points per semester hour and is given for satisfactory work.

D has a value of one quality point per semester hour and is given for passing but marginal work.

F does not earn quality points. This grade is given for work failed. A student who receives this grade in a course must repeat the course in the UL System in order to receive credit for it.

XF has no quality point value and is given if a student does not drop a class and does not take the final exam for that class.

P means passing and is assigned for satisfactory work taken by advanced standing examination, for satisfactory completion of certain non-credit courses or courses numbered below 1000, and for satisfactory completion of courses taken on a pass-fail basis. This grade does not carry quality points and is not used in computing the official grade average of a student.

U means unsatisfactory and is assigned for unsatisfactory completion of courses numbered below 1000. Credit hours for courses for which a grade of U is recorded are not used in calculating the student's average.

W means withdrawal. This grade is given when a student drops a course or resigns from the University after the fourteenth class day (seventh class day in the summer) through the end of the first 50 class days (24 class days in the summer). Credit hours for which a grade of W is recorded are not used in calculating the student's average.

I means incomplete and is given for work, which is of passing quality but which, because of circumstances beyond the student's control, is incomplete. A grade of I may be given only with the approval of the dean of the college in which the student is enrolled. A grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the catalog) of the next regular semester for which the student is enrolled in the UL System.

***Grade Appeal.*** If a student believes that the final grade in a course resulted from biased or exceptional action against him or her as an individual, an appeal mechanism is available for possible redress of the grievance. The first course of action is an Informal Mediation. The student must first approach the professor to seek an explanation. If this action fails to resolve the problem, the student must then present a written complaint to the department chairman, who will serve as mediator between the student and the faculty member. If the informal mediation is not successful then the student may elect to file a Formal Appeal. The student may request in writing that the Department Chair initiate a formal appeal procedure. Both professor and student must file written statements, and the student files a grade appeal form. The departmental appeals committee meets

to review the statements and then to hear the case, and takes action on the grade appeal. An appeal of the committee's action to the dean of the college is possible only on procedural grounds. Details of the grade appeal procedure and a policy statement can be found in "Grade Appeal Policy (Final Course Grade)," copies of which may be obtained in the offices of department chairs, deans, and Academic Affairs.

***Student Judicial Policy.*** The University of New Orleans has established a student judicial code to facilitate the handling of student problems on campus.

Complaints may be brought against any student by any member of the university community. Faculty should familiarize themselves with the provisions of the code, especially with regard to situations involving academic dishonesty. Any questions concerning complaints about student behavior should be directed to the Office of Student Affairs.

***Privacy Act.*** The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) provide that the University will maintain the confidentiality of student educational records. Educational records are defined as those which are directly related to a student and which are maintained by the University or by a party acting for the University. The law provides students with the right to inspect their educational records and to challenge the contents (in the case of a grade, only the accuracy of recording may be challenged). Additional information regarding the University policy on student records may be found in [AP-AA-11.2](#), *Privacy and Access to Student Records*.

In accordance with [AP-AA-11.2](#), the public posting of test scores and course grades is strictly prohibited. Student work, including, but not limited to examination papers, homework, essays or other written submissions should never be left unattended.

***Maintenance of Records.*** Faculty members should retain final examination papers for at least one year. Grade books and similar records should be kept for six (6) years. When leaving the university, whatever the cause or the length of service, faculty members are required to leave their class roll-books and other records pertaining to students' grades with the department chair. See [AP-BA-26.2](#), "Clearance of Employees Terminating Employment with the University"

***Office Hours.*** Being available for consultation with students is an important part of a teacher's responsibilities. It is therefore expected that all faculty members will maintain at least six scheduled hours during the week when they will be in their offices and available to students who are unable to come at the posted hours.

***Advising.*** Policies on student advising vary from department to department and from college to college. Not all faculty are designated as advisors, but all are expected to consider both formal and informal advising an important aspect of their duties. If designated as a faculty advisor, the faculty member is responsible for seeing that students schedule the proper classes to fulfill general and specific degree requirements, and that they schedule the number, types and level of classes commensurate with their ability and standing.

**Meetings.** Since faculty involvement in university governance is exercised through meetings and discussion with colleagues, it is expected that faculty will attend regularly the meetings of the various organizational units to which they belong.

**Commencement.** Faculty participation is an essential part of the commencement exercises. In order to reduce the burden upon individuals, attendance is required at only one commencement each year. Department chairs make assignments and normally can make adjustments to accommodate those who have particular need to attend one rather than another of the exercises.

**Contracts Between the University and Faculty.** The University of Louisiana System recognizes the benefits of certain types of contracts between a university and its employees or legal entities in which these employees have an interest. The UL System policy is M-(15) "Authorizing Contracts Between the University and a Member of the Faculty, Research Staff, or Coaching Staff or a Company in which the Employee has an Interest Under Specified Circumstances." The following definitions shall apply throughout the remainder of this policy section: "Employee" means any member of a faculty, research staff, or coaching staff in a university within the University of Louisiana System. "Private entity" means any outside foundation, corporation, company, or partnership in which the employee, or a member of his or her immediate family, has an economic interest. "Economic interest" means a five percent (5%) or larger shareholder position.

**Types of Contracts Permitted.** For a proposed contract between a university and an employee or between a university and the private entity to be permitted under this policy, the contract must relate to either:

1. the disposition of a patent, copyright, licensing right, or royalty which is attached to a discovery, technique, technology, or activity resulting from research done, in whole or in part, by the employee in the course of his or her employment at the university;
2. a business activity relating to or resulting from research conducted, in whole or in part, by a university employee in the course of his or her employment at the university; or
3. a business activity relating to or resulting from a coaching activity of a university employee conducted in the course of his or her employment at the university.

**Exceptions.** Contracts otherwise permitted will be disallowed when a members of the employee's immediate family has participated on behalf of university in the negotiation of the contract.

**Required Procedures.** Each System university will submit a policy to the Board of Supervisors for review and approval covering the circumstances as outlined above. When approved, that policy must be followed whenever an employee of the university desires to enter into a contract addressed herein. The university policy must contain the following minimum essential elements:

1. All contracts and correspondence must be in writing;

2. The ownership interests in the private entity must be disclosed in full and in writing to the appropriate university office or designee of the university president;
3. All negotiations between an employee, or the private entity, and the university must be at arm's length. Neither the employee nor his or her immediate family, when they are also employed by the university, may participate in negotiations or decision making on behalf the university. The university may, however, elect to consult the employee regarding technical or scientific aspects of the proposed contract;
4. Another university employee who is not under the direct supervision of or a member of the department of the employee submitting the contract must negotiate the contract on behalf of the university;
5. A university committee, appointed by the university president, must review all such proposed contracts after they have been negotiated and the employee and/or the private entity have agreed to their terms. Membership on this committee may include representatives from both the public and private sectors. The president or designee shall chair the committee. This committee will be empowered by the Board of Supervisors to certify to the Board of Regents, per Louisiana R.S. §1123(10)(a), semi-annually that entering into the contract will contribute to the economic development of the state and, among readily available alternatives, entering into the contract serves the public interest;
6. An appropriate university official must certify to the committee that entering into the contract will not interfere or conflict with the performance of the employee or the employee's fulfillment of his/her obligation to the university;
7. An employee with a joint appointment must receive the approval of the other institution, provided, however, that where agreement or approval cannot be reached or is unobtainable, then the university president shall make the final decision without such approval; and

With respect to payments made pursuant to any contract perfected under this policy, the following standards must be followed:

8. Compensation to the university for the use of services, supplies, facilities, equipment, or technology must be paid at the same rate that such services, supplies, facilities, equipment, or technology would be made available to the general public or to others under arm's-length negotiated contracts.
9. Compensation from the university to the employee, or to the private entity, for services rendered cannot be more than normally would be paid for similar services.
10. Where the university and an employee, as a contractor or subcontractor, or the university and the private entity provide services to a third party, a fair apportionment of the remuneration should be made and specified based on the value of their respective contributions in services, investments, technologies, equipment, or facilities utilized.

***Contracts and Agreements Involving a University Foundation.*** Separate public not-for-profit corporations are frequently established to perform certain duties in support of the university. Among these are the tasks of accepting, buying, selling, leasing, licensing, or otherwise alienating intellectual property assigned to it by the university. When a contract, or agreement, is proposed as stipulated above except that it is between the employee and the foundation or the private entity and the foundation, then for purposes of this policy it shall be deemed to be between the employee or the private entity and university for approval and review purposes. In such cases, all of the above policy essentials apply except the negotiation and the final contract execution (signing). Approved university policy and procedures must be followed within the university prior to final approval and execution. In such a case, the tasks of negotiation and final execution of the contract reside with the foundation. Nothing in this policy is intended to preempt, influence, eliminate, or diminish the due diligence responsibilities of the foundation.

***Relationship to Policy on Outside Employment.*** Nothing in this policy shall be used to preempt, influence, eliminate, or diminish the University of Louisiana System on outside employment.

### ***Professional Development***

University of Louisiana System Policy Chapter III, Section I Rights, Duties, and Responsibilities of the Academic Staff states that “faculty are the System’s primary performers of instruction, research/scholarship, and service, and should be encouraged in applying their creativity, ingenuity, knowledge, experience, and professional skills in performing many diverse functions”.

In order to meet this expectation, it is critical that faculty participate in ongoing professional development. Professional development may include both formal and informal experiences designed to assist faculty in learning new skills, developing new insights into pedagogy and their own practice, and enhancing their pursuit of excellence.

### **3.8 University Policy on Faculty Conduct**

The University of New Orleans strives to protect academic freedom and academic due process. With freedom come certain obligations for faculty members. This document outlines those privileges and obligations and also details the procedures that will be followed at the University of New Orleans when dealing with alleged faculty misconduct. The most severe sanctions (demotion, suspension, and dismissal) enumerated in Section III, B. 6, 7, and 8 below, must be recommended by the President to the President of the UL System. The UL System requires each campus to provide an internal grievance procedure in Chapter III, Section XIV. (Grievance Procedures) of the UL System Bylaws. UNO procedures are provided in section 3.9 below.

### **3.9 University of New Orleans Faculty Grievance Procedure**

***General Principles.*** It is fundamental to collegiality that members of the faculty be treated fairly. The Faculty Grievance Procedure is designed to ensure the observance of academic due process in personnel matters. Academic due process is a clear, orderly, fair system of procedures designed

to produce the best possible decisions. While the judgment of colleagues within the discipline and of administrators (including department chairs) regarding the quality of professional performance may not be the subject of a grievance, a grievance may allege that a decision was not made in accordance with the letter and intent of established and accepted procedures and criteria.

A grievance consists of an allegation by a faculty member of unfair treatment in decisions made by a chair or other administrator that adversely affect the faculty member's academic standing or conditions of employment. Grievances may result from, but are not limited to, decisions affecting tenure, promotion, salary adjustments, and teaching responsibilities. If a faculty member can demonstrate that he or she has been treated unfairly because procedures were absent or not followed in such a decision, he or she has the right to resort to this Faculty Grievance Procedure. See ([Faculty Grievance Procedure](#) and [Faculty Grievance Form](#)).

### 3.10 Tenured and Term Appointments

Tenure is defined in Chapter III (Faculty and Staff) Section XI (Tenure) of the UL System Bylaws.

**Definition.** Indeterminate tenure, hereafter referred to as tenure, is intended to ensure and enhance faculty members' academic freedom and job effectiveness. Tenure assures the faculty member that employment in the academic discipline at the institution will be renewed annually until the faculty member resigns, retires, or is terminated for cause or financial exigency.

1. Faculty members shall not be eligible for tenure at the instructor level.
2. Each recommendation by an institution to grant tenure to a faculty member shall be submitted to the Board of Supervisors at a time designated by the System President, which shall be no later than the date to submit annual budgets for approval.

**Eligibility for Tenure.** The probationary period for tenure consideration in the University of Louisiana System is six years. A tenure-track faculty member may apply for tenure during the sixth year. Full-time academic personnel at least at the level of assistant professor or equivalent shall be eligible for tenure after serving this probationary period.

**Recommendation for Tenure.** Recommendation for tenure of those who have completed the probationary period shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. The recommendation shall be submitted to the institution president for his consideration. His/her action shall be submitted to the System President. Final authority for granting or denying tenure shall rest with the Board of Supervisors. Under no circumstances shall tenure status be achieved without specific action of the Board of Supervisors.

**Notification of Tenure Decision.** At the end of the probationary period, the result of each individual's evaluation shall be provided to that individual. In the event tenure is to be denied, 12-month advance written notice of termination shall be given. If tenure is to be awarded, the affected faculty member shall be informed in writing and tenure will be effective with the next letter of appointment.

**Early Awarding of Tenure.** In certain unusual cases, the institution may award tenure to faculty members of extraordinarily high merit prior to the end of the sixth probationary year. Any academic unit's recommendation, with faculty input whenever possible, to award tenure before the end of the usual probationary period should be accompanied by an accounting of compelling reasons for this action.

**Decision Not to Grant Tenure.** If the decision is made not to grant tenure in the sixth year, it shall result in a terminal appointment for the seventh year. The notice of terminal appointment shall be made in writing to the faculty member prior to concluding the sixth year.

**Credit for Prior Service.** For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Supervisors.

**Faculty Initially Appointed as Professor or Associate 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 not to exceed four years. Faculty members initially employed at the rank of associate professor shall serve a probationary period of at least one year, but no more than four years.

**Limitation of Tenure.** Tenure shall be limited to persons in the faculty ranks of assistant professor, associate professor, and professor. Administrators shall not earn tenure except as members of an academic discipline.

**Duration of Tenure.** Tenured faculty shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency or program discontinuance. Tenure shall be granted and held only within an academic discipline that is offered at the institution and assures renewed appointments only within that discipline.

**Termination for Financial Exigency and/or Program Discontinuance.** Termination related to financial exigency and/or program discontinuance shall be determined by procedures which include faculty participation.

**Policy.** This tenure policy shall supersede all existing policies with the following exceptions:

1. All persons holding tenure on the effective date of this policy shall retain their tenure.
2. Any person in the employment of an affected institution on the effective date of this policy shall be eligible to earn tenure under the terms and conditions of the policy in force and in effect at the time of that person's employment at that institution.

**Tenure and Rank for Administrative Appointees.** Academic administrators at the level of dean or higher are frequently appointed with academic rank (typically associate professor or professor) and tenure in a specific discipline. A request to offer tenure with appointment must have prior approval by the System President. In the employment of certain academic administrators such as department heads, directors, or deans where the offer of employment does not include immediate

tenure, it should be stipulated that a tenure review shall be performed within one to three years by the administrator's immediate supervisor. This evaluation should include, among other factors, a review of specific provisions stipulated at time of employment. The review of a dean shall be made by the vice president for academic affairs with possible input from department heads in his/her college or school, while the review of a department head shall be made by his/her dean with input from faculty within the department. Administrators (vice presidents, deans, directors) in non-academic areas (finance, student affairs, institutional advancement, and others) shall not be appointed with academic rank or tenure. Exceptions to this rule may include individuals appointed to such a position after having acquired rank and tenure in an academic discipline within the same institution, or in other exceptional cases specifically approved by the Board.

University of New Orleans Procedures for Promotion in Academic Rank and for Tenure are posted on the Academic Affairs website under Policies, Procedures and Forms.

### **3.11 Faculty Promotion**

Each promotion of a member of the academic staff is made on the basis of merit and special fitness for the work demanded by the position.

Recommendations for promotion normally originate with the department chair, following appropriate consultation with departmental faculty. They are then sent through university channels to the President of the UL System and are subject to confirmation by the Board.

Since appointment at the rank of Instructor is not a tenure-track appointment, instructors are normally ineligible for promotion. An instructor may, of course, apply for a vacant assistant professorship if such a vacancy exists and if the instructor has the qualifications required. Such vacancies must be filled through the normal university process for hiring a tenure-track assistant professor. The qualifications include possession of the terminal degree in the field, evidence of high standards of scholarship or of creative ability, and demonstration of ability to teach successfully the courses assigned.

An assistant professor, to be eligible for promotion to associate professor status must meet departmental criteria for promotion and have demonstrated a high quality of scholarship or of creative ability and must have established a consistent reputation as a successful teacher. He or she becomes eligible for promotion to associate professor only after having completed three years of service as an assistant professor.

For promotion to the rank of full professor, the associate professor must have maintained, in addition to the above, a consistent record of productive scholarship, successful teaching, research or creative ability, or other performance of high order in the profession over a substantial period of time. Only at least five years of successful service at the rank of associate professor will a faculty member normally be considered for promotion.

A faculty member with the rank of professor who has attained national or international distinction for outstanding teaching, research or other creative achievement may be nominated for the rank of Distinguished Professor as these professorships become available.

Recommendations for promotion are usually solicited near the end of the fall semester for ultimate submission to the UL Board of Supervisors during the spring semester. Criteria and procedures for promotion are set forth in the document Policies and Procedures for Promotion in Academic Rank and for Tenure.

### **3.12 Termination and Expiration of Appointment**

Termination of a faculty member is provided for in Chapter III (Faculty and Staff) Section XV (Termination) of the UL System Bylaws.

***Tenure Track Faculty.*** An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board. 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 (3) months in advance of its termination. In the specific case of program discontinuance, the notice requirement shall be at least three (3) 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 (6) months in advance of its termination. However, in the specific case of program discontinuance, the notice requirement shall be at least three (3) 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 (3) months in advance of termination.

***Instructors and Non Tenure Track Faculty.*** Lecturers and other special appointees are temporarily employed with appointment letters. Their appointments expire at the end of the term. However, in the specific case of program discontinuance, an instructor or other non-tenure track faculty may be terminated upon one (1) months' notice.

***Cause for Terminating Tenured Faculty.*** Cause for discharge, termination of contract, or demotion in rank of tenured faculty shall consist of conduct seriously prejudicial to the college or university system such as infraction of law or commonly accepted standards of morality, failure to follow proper orders, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other conditions that impair discharge of duties and the efficiency of the institution. The foregoing enumeration of cause shall not be deemed exclusive. However, action

to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom. Financial Exigency constitutes cause, as does program discontinuance.

***Tenure Revocation Policy.*** Administrative Policy [AP-AA-18.2](#), *Dismissal of Tenured Faculty* entails the written policy for due process concerning dismissal for tenured faculty. This policy provides for hearings before a committee that includes faculty members. Its findings and recommendations shall be forwarded to the chief executive officer of the university who shall make a final determination.

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

### 3.13 Financial Exigency

The policy and procedure for Financial Exigency is provided in Chapter III (Faculty and Staff) Section XVI (Financial Exigency) of the UL System Bylaws.

***Staff Reduction.*** The Board recognizes circumstances that may indicate a need for staff reduction such as financial exigency. Financial exigency may exist at the institution, program or budget unit level and shall be verified by the System staff.

***Board Policy on Financial Exigency.*** Anything in the RULES of the Board of Supervisors for the University of Louisiana System to the contrary notwithstanding, if the Board determines that a condition of financial exigency exists at an institution, program, or budget unit within an institution, or in the University of Louisiana System generally, then the furlough, layoff, and/or termination of tenured faculty, non-tenured faculty, or other contract employees before the end of their contract term will be handled in accordance with the financial exigency policy set forth below.

1. **Definition of Financial Exigency.** A condition of financial exigency shall exist whenever the financial resources of an institution, program or budget unit are not sufficient to support the existing programs and personnel without substantial impairment of the ability of the entity to maintain the appropriate level of programs and services. Financial exigency may result from a substantial reduction in financial resources or from the failure to receive increases in financial resources sufficient to maintain the appropriate level of service. Evidence of financial exigency may include, among other factors, reduction of state appropriations, faculty and staff salary levels substantially below national and regional averages, significant loss of personnel, or inability to attract new personnel apparently due to inadequate salary and other support, and substantial threat of deterioration of facilities due to lack of resources for maintenance.

2. **Board of Supervisors for the University of Louisiana System Action.** The Board, in the exercise of fiscal responsibility, may decide to declare financial exigency with respect to the System as a whole, to one or more institutions of the System, or to one or more

programs and/or budget units within institutions. Reasonable efforts shall be made to ensure that students affected will be allowed to complete their programs, within the limits of budgetary restraints, at the institution or by transfer to another institution. A declaration of financial exigency shall represent a determination by the Board, upon recommendation of the institution 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 effect a cost savings sufficient to alleviate the financial exigency. The determination of financial exigency affecting the System, institution, program or budget unit shall be the sole responsibility of the Board. However, the president of an institution, after consultation with representative faculty members and approval by the System President, may request such a determination by the Board through the System President. When such determinations are made, this policy, along with any implementing procedures, will take precedence over those applicable Board policies that govern normal operating procedures. Implementation of a declaration of financial exigency by the Board shall be developed with the understanding that action taken will be consistent with the basic mission of the System to provide the best possible education, research, and public service.

3. Implementation of Declaration of Financial Exigency. Upon a declaration of financial exigency by the Board, the president of each institution, after consultation with representative faculty and staff, and approval by the System President, shall determine whether furloughs, layoffs, and/or terminations are required and which employees will be affected. This determination shall be made in accordance with procedures established by the System President, and approved by the Board, which will give primary consideration to the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution. The procedure should also give priority to tenured faculty over non-tenured faculty in retention. Faculty and other employees under contract who are furloughed, laid off, and/or terminated before the end of their contract terms for reasons of financial exigency shall, whenever possible, be notified at least 90 days in advance of the date of the furlough, layoff, and/or termination. Notice shall be in writing and shall be delivered personally or by certified mail, with return receipt requested. Notice shall be complete upon delivery or mailing and shall include:

- a. a statement of the conditions requiring furlough, layoff, and/or termination;
- b. a general description of procedures followed in making the decision;
- c. a statement of the employee's right to respond orally and in writing to a designated official or committee of the institution;
- d. the employee's right to a review by the institution president within the time specified in the notice as to the reasons for the furlough, layoff, and/or termination; and
- e. the employee(s) shall also have the right, upon written request within 20 days from the date of notification of the final decision of the institution

president, to apply in writing to the System office for a review of the decision.

4. The term "furlough," as used in this policy, is defined as temporary leave without pay for any employee, including tenured faculty members, non-tenured faculty, or other contracted employees, before the end of their contract term. The term "layoff," as used in this policy, is defined as the temporary dismissal of any employee, including tenured faculty members, non-tenured faculty, or other contracted employees, before the end of their contract term. Layoffs may lead to eventual termination. Layoffs and/or terminations may occur within a program or budget unit of an institution without a net loss of faculty members or other personnel at the institution. Specifically, layoffs and/or terminations in some programs or budget units may occur with simultaneous authorization of new positions for different duties in other units, depending upon the needs of such units.

5. **Approval Required.** Anything in the regulations of the Board notwithstanding, if the Board declares financial exigency, either at an institution, program or budget unit, or in the System, as provided in (3) above, program modifications or discontinuances recommended by the institution and approved by the System President must be approved by the Board. With respect to the implementation of such program and/or budget unit modifications or discontinuances upon a declaration of financial exigency, decisions with respect to furlough, layoff, and/or termination of any tenured faculty, non-tenured faculty, or other contract employee before the end of their contract term must be approved by the institution president and the System President, and the decisions are final upon approval of the System President. Review of such decisions by the Board is at its sole discretion.

6. **Termination of Financial Exigency.** Financial exigency shall terminate either at the end of the fiscal year, or after one calendar year, depending upon the financial state of the institution, program or budget unit at the end of the fiscal year.

***Published Policy.*** The institution shall make provisions to publish a reference to and summary of this Rule in their handbook.

***Emergency Procedure.*** The System President may allow the institution to implement emergency procedures to be reviewed at the next full Board meeting.

***Furloughs outside of Financial Exigency.*** In addition to furloughs implemented under a declaration of financial exigency, the Board may initiate separate measures which authorize the campuses to take specific employee actions, including furloughs, in the event of severe budgetary constraints. Such actions may only take place with the recommendation of the System President and approval of the Board.

### **3.14 Academic Program Discontinuance**

The policy for Academic Program Discontinuance is provided in UL System Policy Number FS-III.XV.B-1a. Occasionally, for educational and/or budgetary reasons, it may be in the university's best interest to discontinue an academic program. Such a decision should be made after

consultation with the appropriate faculty groups and in accordance with the policies outlined below.

***Definitions:***

A. Academic Program: A degree program, option, concentration, minor, department, school or college, or other academic unit such as a center or service area.

B. Externally-Initiated Directive: A formal directive issued by the Board of Regents or the UL System Board of Supervisors to discontinue an academic program.

C. Internally-Initiated Directive: A proposal to discontinue an academic program which originates from the institution president.

D. Program Discontinuance: The formal termination of an academic program by the Board of Regents or the UL System Board of Supervisors.

***Review and Approval Process:***

A. Internally-Initiated Proposals

1. Proposed program discontinuance shall be based on educational need, resource allocation, budget constraints, or combinations of educational strategies and financial considerations.
2. Both quantitative and qualitative data will be analyzed in relation to the university's strategic plan prior to formalizing final recommendations.
3. There shall be faculty participation in considering the possible discontinuance of an academic program.
4. Diligent effort shall be made to review and discuss proposals with the members in the department or program, students enrolled in the department or program, the department chair, the dean of the school or college, the vice president for academic affairs.
5. The University President shall make recommendations for final actions.
6. All plans for program discontinuance will be submitted by the institutional president to the UL System President no later than 60 days from the institutional president's final recommendation.
7. Approval by the UL System Board of Supervisors and the Board of Regents as applicable shall be required prior to the termination of any program.

## B. Externally-Initiated Directives

The directive should include the effective date and scope for any program discontinuance. At that time, the Board of Supervisors and/or the Board of Regents shall provide the institution with the necessary implementation procedures and guidelines in accordance with the specific directive.

### *Termination of Faculty:*

Timing for phasing out programs and displacing faculty members will be based on institutional needs, including analysis of reasonable time for enrolled students to complete their degree program and budget constraints.

A. Non Tenured Faculty - A faculty member without tenure who is terminated for reasons of program discontinuance will be given notification consistent with Board RULES.

## B. Tenured Faculty

1. Termination of appointments of tenured faculty may occur as the result of program discontinuance. Unless there is a compelling reason to do otherwise, termination order shall be based on faculty rank and seniority.
2. Recommendations on termination of appointments of individual faculty members will be made by the university president in consultation with appropriate faculty and administrators.
3. All plans for termination of individual appointments will be reviewed and approved by the System President and the Board of Supervisors prior to implementation.
4. Unless there is a compelling academic reason to do otherwise, no appointment of a faculty member with tenure will be considered for termination until the appointments of faculty members without tenure in the program have been considered for termination.
5. Tenured faculty whose appointments are to be terminated shall receive not less than two full academic semesters/three full quarters notice prior to termination. Notice shall be provided no later than the first scheduled day of classes of the semester/quarter of such notice.
6. However, in the event that any of the following budgetary conditions occur:
  - a. an institution receives notification from the UL System Office of a 15% or more pending reduction in state appropriations to the institution effective the next budget year,

OR

b. an institution receives notification(s) from the UL System Office of reductions in state appropriations to the institution in the existing budget year that, in the aggregate, are 7.5% or greater the following abbreviated or shortened notification periods will apply:

i. for actions that are to be effective the spring semester/quarter, or winter quarter, notice shall be provided no later than August 15;

ii. for actions that are to be effective the fall semester/quarter, notice shall be provided no later than January 15. This paragraph (III(B)(6)) shall expire on June 30, 2013. Any notice(s) given prior to this date in conjunction with this paragraph shall remain in effect.

7. In all cases, the notification letter may be sent before actual Board of Supervisors' approval is granted. However, the termination from employment may not occur until the Board of Supervisors has approved on its minutes, such termination of programs, as well as the termination of the specific employee(s).

#### ***Obligations to Tenured Faculty.***

A. Before terminating the appointment of a faculty member with tenure because of program discontinuance, reasonable efforts will be made to find another position within the university for which the faculty member is academically qualified, where a position is available.

B. Assistance will also be provided by the System office for possible relocation to another campus within the System or to another institution within the state. Inter-campus transfers will be made if mutually acceptable.

***Other Rights of Tenured Faculty.*** If a program is reinstated within three years from the effective date of discontinuance, tenured faculty members who were terminated as a result of this action will be considered for reinstatement.

#### ***Other Rights of All Faculty.***

A. To the extent possible, faculty members will be provided counseling regarding employment opportunities outside of the university.

B. A faculty member whose appointment is terminated for reasons of program discontinuance has the right to appeal claims of denial of due process rights to a university-wide committee established for this purpose.

C. No appeal will be considered by the Board of Supervisors.

#### ***Notification to Students.***

- A. Before terminating a degree program, reasonable effort will be made to allow students to complete such program.
- B. Program or campus transfers will be made if mutually acceptable to the student and the receiving department.
- C. Students will be provided advising assistance with respect to their academic program options.
- D. Students will be notified of program closure and timing for phasing out programs.

### **3.15 Continuing Review of Faculty Achievements**

The University of Louisiana System mandates continuing review of faculty ranks in Policy Number FS-III.X.D-1. That directs that on each of its campuses “all faculty members should be evaluated at least annually by the department chair/head, with a review by the dean.”

The University policy on continuing review of faculty achievement recognizes that quality teaching is a University expectation and, therefore, is an essential element in faculty evaluations. Departments will measure teaching quality using a variety of methods that must include both student evaluations of teaching and other measures, such as peer review, teaching portfolios, etc. In addition to requiring quality teaching, the ongoing evaluation of faculty will take into account all types of meritorious activities in which the faculty members are engaged and this must include an appropriate balancing of emphasis on teaching, research and creative endeavors, and service. While it is desirable for faculty to be competent in all three areas, excellence in one area may balance unsatisfactory performance in other areas, with the exception of teaching.

Evaluations must be related to the faculty member’s specified duties. These duties are determined on an individual basis by the faculty member’s dean upon the recommendation of the department chair. Departments and colleges are encouraged to develop mechanisms to document the agreed upon determination of an individual’s duties. The evaluation process must indicate various levels of performance ranging from “unsatisfactory” to higher levels. Deans must review and sign each of the chair’s reviews. The dean’s decision will be considered final. If the dean renders his/her decision in favor of the faculty member, the deficient review will not be placed in the faculty member’s personnel file. If the dean renders his/her decision in favor of the chair, the faculty member has thirty calendar days to request that the matter be referred immediately to the Peer Review Oversight Committee (see below) for peer review.

Colleges must schedule the review process to allow sufficient time for the chair to complete the evaluation and inform each faculty member of the results of the review before the end of the academic year. The evaluation will include available information about the quality of performance. Information received after the review is conducted will be used in the next review period. The Dean’s review must be completed by the end of the fiscal year. When the chair’s review indicates unsatisfactory performance, a dialog will be initiated between the chair and the faculty member to enhance the faculty member’s performance. After two consecutive unsatisfactory overall evaluations, or three unsatisfactory overall reviews in a five year period, the chair will confer with

the faculty member and initiate a mandatory remediation. The plan for remediation should be developed by the department head in conjunction with the faculty member and dean, and will be subject to review by a peer-review committee as stipulated in the Faculty Assistance section of this document. If the faculty member does not agree with the plan of remediation by the department chair, tenured faculty in the department will develop an alternate plan of remediation. If the faculty member, department chair and dean cannot agree on a plan of remediation, the Provost shall determine the final provisions of the plan. In all cases, the remediation plan will be subject to oversight by a peer-review committee as stipulated below.

After two consecutive unsatisfactory overall evaluations, or three unsatisfactory overall reviews in a five year period, a tenured faculty member will be subject to mandatory remediation, and the approved plan will be subject to oversight by a university peer-review committee. A standing committee, the Peer Review Oversight Committee (PROC), functions to oversee any mandated remediation as they arise. The PROC is composed of one voting member and one alternate elected by the faculty of each college and the Library from among its tenured faculty. The PROC will oversee all aspects of the peer review process. Should two consecutive unsatisfactory overall evaluations by a faculty member's chair trigger the more extensive peer review, the PROC will oversee the selection of a Peer Review Committee (PRC) for each case. The PROC will ensure that due process is followed in the ensuing review and faculty assistance processes.

If the review by the PRC validates the two consecutive unsatisfactory overall evaluations, then the Provost, dean, department chair, and chair of the PROC will meet and appoint a committee of consultants with sufficient expertise to assist the faculty member in remedying the deficiency. The faculty member will continue to undergo regular reviews by the department chair during this period. If at any time during this period the chair decides that the faculty member's performance is no longer deficient, the chair may recommend to the PROC that the faculty member's assistance be suspended. If the PROC concurs, the faculty member's next review will take place as if no deficient finding had been made. Otherwise, at the end of the two-year period, whichever committee is assisting the faculty member will write a report outlining its view of his/her progress.

If the committee of consultants assisting the faculty member believes that he/she is not cooperating with the improvement plan, they may refer the matter back to the PROC. At this time, the PROC may examine all the documentation – the original deficient review, as well as any intervening evaluations by the department chair, the report by the PRC, and the report(s) by the committee assisting the faculty member. The PROC may meet with the department chair and with the faculty member him/herself, and it is empowered to consult with anyone else it deems appropriate, and to request any additional documentation it deems appropriate. If, after examining the evidence, the committee feels that the faculty member has not made a good faith effort to improve his/her performance, the matter will be referred to the Provost who will institute proceedings for removal for cause based on the recommendation of the PROC. A recommendation for dismissal automatically will trigger a review by tenured faculty in the department. Based on all recommendation the Provost may recommend that the university president institute proceedings for removal for cause. These proceedings shall follow the process outlined above in Section 2.9 "University of New Orleans Faculty Grievance Procedure."

Otherwise, after two years of assistance the faculty member will be reviewed again by the PROC. At this time, the PROC will examine all the documentation – the original deficient review, as well as any intervening evaluations by the department chair, the report by the PRC, and the report by the assistance committee. The PROC is required to meet with the department chair and with the faculty member him/herself, and it is empowered to consult with anyone else it deems appropriate, and to request any additional documentation it deems appropriate. If, after examining the evidence, the committee feels that the faculty member has not made significant improvements in his/her performance, the matter will be referred to the Provost who will institute proceedings for removal for cause based on the recommendation of the PROC. A recommendation for dismissal automatically will trigger a review by tenured faculty in the department. Based on all recommendation the Provost may recommend that the university president institute proceedings for removal for cause. These proceedings shall follow the process outlined above in Section 3.9 “University of New Orleans Faculty Grievance Procedure.”

### **3.16 Leaving the University**

Departure from the University for reason of retirement, resignation, termination, non-reappointment, or any other reason must be preceded by activities intended to ensure that:

- 1) students' academic progress and records will not be adversely affected;
- 2) all individual accounts with the University will be settled; and
- 3) all University identification cards, keys and equipment will be returned to the appropriate custodians.

A Faculty Clearance Form attesting that these activities have been carried out must be signed by the department chair and presented to the Payroll Office by the departing faculty member, before his or her final paycheck will be released. See [AP-BA-26.2](#), “Clearance of Employees Terminating Employment with the University”

### **3.17 Furloughs**

UL System Policy Number FS-III.VNIE-1 provides guidance for furloughing of employees, including faculty. Board Rules (Chapter III Section XVI “Financial Exigency”) define financial exigency and provide for furlough, layoff, termination and other staffing reduction parameters in response to such events. Additionally, the Board may initiate separate measures, such as resolutions or other directives, which authorize and empower the campuses to take specific employee actions in the event of severe budgetary constraints, including those that arise from substantial reductions in state appropriations, the occurrence of natural or physical disasters, terrorism or a public health emergency. The President of the University may invoke this policy to require employees to take unpaid furlough days only upon recommendation of the System President and approval of the Board.

### 3.18 Departmental Governance

The chair of the department is responsible for the academic, personnel, and financial governance of the department. Those operations that are primarily administrative, including personnel actions and budgeting, are the chair's responsibility, and he or she must make the final decisions and the pertinent recommendations to the dean of the college. Those operations that are primarily the formulation of educational policy, including curriculum requirements, are the responsibility of the faculty, and they must act to effect changes through the department chair.

The division of responsibilities, however, should be regarded simply as primary and secondary. The chair is not only the chief administrator of the department but should also be the lead of that faculty in the development of its programs. Conversely, the faculty must have a deep interest in administrative decisions, which condition the department's capacity for implementing its policies. There should therefore be continuing interaction between the chair and the faculty in a mood of mutual respect and recognition of respective roles. For further details, see the document [AP-AA-2.2](#), *Departmental Governance - Academic Departments*.

### 3.19 Faculty Service on Committees

Both standing and ad hoc faculty committees exist as policy-making and as advisory bodies at the various levels of university organization. In a collegial system of shared governance, faculty participation via committees is essential and is a highly valued part of the faculty member's total responsibility to the University. The chair of each department calls a meeting of the departmental faculty when it seems advisable to do so. The dean of each college and the dean or director of each school not within a college calls a faculty meeting when it seems advisable to do so, provided that there is at least one meeting during each semester and each summer term. The dean or director is required to call a faculty meeting upon the written request of one-fourth of the members of the faculty. At the time the faculty members are notified of a meeting, the President and the Vice President for Academic Affairs and Provost receive the same notification.

#### *The Faculty Council*

The Faculty Council consists of all full-time members of the academic staff having the rank of instructor or higher or equivalent rank. The Faculty Council is charged to establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy for the university, subject to the authority of the UL Board of Supervisors. Within the framework of the educational policy of the UL System, the Faculty Council may establish its own educational policies and may exercise legislative power over all matters pertaining to its own meetings.

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

The Faculty Council is required to meet at least once each academic year or upon the written request of fifty members. A quorum may not be less than twenty-five percent of the membership. At least five days' notice of the meeting is to be given.

***Faculty Senate***

The Faculty Senate is a standing committee of the Faculty Council. It has been delegated authority in all matters of academic policy, curricula and standards, subject to the veto power of the Faculty Council.

***Graduate Council***

Composed of ten full members of the graduate faculty, the Council advises the Executive Director of Graduate Programs in the administration of the academic affairs and Policies of the Graduate School. It acts as a curriculum committee where graduate-level courses and programs are involved. The members are appointed by the President from nominations submitted by the Executive Director of Graduate Programs.

***University Committee and Courses and Curricula***

A committee of the Faculty Council, the University Committee on Courses and Curricula is composed of ten faculty members representing the academic colleges and the library, and two students. Its purpose is to act for the Council upon proposals for undergraduate course and program additions, deletions and changes. Each college and each department also has a Committee on Courses and Curricula which acts upon course and program proposals and forwards those approved, through channels, to the University Committee.

***Institutional Review Board***

The Institutional Review Board was established to protect any individual who may be at risk as a consequence of participation as a subject in research, development, demonstration or other activities of the University. "At risk" is defined as the exposure of an individual to the possibility of harm-physical, psychological, sociological or other-as a consequence of participation in activities which go beyond the application of those established and accepted methods necessary to meet the needs of the subject. Normal student-professor, patient-physician, professional-client and employer-employee relationships are excluded from this definition. It is imperative that faculty members concerned with projects which involve risks to the welfare of humans become familiar with University policy regarding the rights and welfare of humans and submit a description of each project for review by this committee.

**3.20 Benefits and Privileges*****Leaves, Vacations, and Holidays***

The various types and conditions of leaves are briefly described in the following pages. For further information consult the appropriate documents, in particular Chapter I, Section V., "Leaves of Absence" of the UL System Bylaws and Policy Number FS.III.XXI.-1.

Some of the types of leave most relevant to faculty include:

***Sabbatical Leave***

The UL System Policy on Sabbatical Leave is defined in Policy Number: FS-III.V.D.-1. Full-time academic employees at the rank of Instructor (or equivalent) or above, who have completed six

academic years of service on the campus without having received leave with pay, may petition for sabbatical leave for study and research, the object of which is to enable them to increase their professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each sabbatical leave must be stated, and a report of the accomplishments under each leave granted is to be made promptly upon return from sabbatical leave. Sabbatical leave for the purpose of seeking a higher degree is normally not approved.

For the purpose of professional or cultural improvement, or renewal, this leave may be granted for two semesters (52 weeks for 12-month employees). It may be granted following any six or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for one semester (26 weeks for 12-month employees) following three or more consecutive years of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.

The compensation from the state for the period of leave approved shall be at the rate of not more than 75 percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Employees are allowed to purchase full rate-of-pay credit for the purpose of retirement benefit calculation. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner.

The President, after receiving requests from the appropriate academic dean or other administrative head, makes recommendations for sabbatical leave through the President to the Board. A member of the academic staff who is granted sabbatical leave is required to return to his or her University duties for at least a year before accepting employment elsewhere. Sabbatical leave will not be granted to a person who will have attained the age of 65 before the beginning of the leave.

Under unusual circumstances, persons may accept employment during sabbatical leave if such employment is approved in advance by the President of the University and by the System President, as supportive of the purposes of the leave. Sabbatical leave requests are solicited early in the fall semester each year for submission to the President and the Board during the spring semester.

#### ***Leave to Obtain Advanced Degree***

Although leave of absence without pay is the usual means through which a faculty member completes work on a terminal degree, occasionally the University may determine that it is in its best interest to grant leave to obtain an advanced degree. In this case a faculty member with at least two years of service to the University may petition to receive up to one-third of his or her regular salary for a maximum of one year of study which will culminate in the receipt of an advanced degree. Faculty members granted leave with pay must return to their University duties for a period of two years before accepting employment elsewhere.

### *Leave of Absence Without Pay*

Leaves of absence without pay may be granted for good cause. Leaves of absence for a period of one academic year or more, or one fiscal year or more, whichever is applicable, must receive the approval of the Board. During leaves of absence without pay no allowance for sick leave or vacation accumulates. For academic employees, the period of absence without pay is not credited toward tenure.

An academic or non-academic employee on leave without pay may continue membership in the University group insurance program, for a period of up to 12 months, by paying both the employer and employee shares of the premiums. If, however, an employee does not choose to continue membership in the group insurance program during leave without pay, the employee must, upon return to active status, reapply for coverage and may be required to provide statements of health for self and family members.

### *Sick Leave*

The Sick Leave policy of the UL System is outlined in Policy Number FS.III.XXI.-1. Sick Leave is defined as leave with pay granted to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment.

According to the policy, faculty members earn sick leave in accordance with the following schedule: less than three years of service, one work day per month; three years but less than five years of service, one and one-fourth work days per month; five years but less than 10 years of service, one and one-half working days per month; 10 years but less than 15 years of service, one and three-quarter working days per month; 15 years or more, two working days per month. Individuals on sabbatical leave do not earn sick leave. Sick leave for employees with a combination of full and part-time service will be computed by appropriately weighing the relative years of full-time service. For the academic-year employee, the academic year is deemed to be a year of service in determining the rate of accrual only. All years of service with pay, even though interrupted by leaves of absence with or without pay, will be counted in determining the rate of accrual of sick leave.

A. No unclassified employee shall be credited with sick leave for any accrual month:

1. Until completion of that accrual month as an employee (except that nine-month faculty employed during the summer shall accrue sick leave prorated during the actual weeks of employment. For example, a faculty member employed for nine weeks in the summer shall be credited with  $2\frac{1}{4}$  days).
2. During which the employee was on leave without pay for ten or more working days.
3. While serving in the military.

B. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.

C. When an employee changes his position from one state agency to another, his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.

D. Sick leave with pay may be taken by an employee with sufficient leave to his credit for the following:

1. Illness or injury that prevents performance of his work duties.
2. Medical, dental, or optical consultation or treatment.

E. There is no minimum charge for sick leave. It is to be charged on a half-hour basis.

F. The employee may use sick leave for maternity purposes when her postnatal or prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six weeks unless a physician certifies the employee's inability to return to work.

G. Upon death or retirement of an unclassified employee, sick leave accrued to his credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.

#### ***Annual Leave (vacation with pay) and Holidays***

Annual Leave is outline in UL System Policy Number: FS.III.XXI.-1Section V (Annual Leave for Unclassified Employees on the 12-Month Basis). Only faculty on fiscal-year appointments earn annual leave. Faculty employed on an academic-year basis are on vacation and have holidays at the same time as the students, in accordance with the academic calendar. Holidays for fiscal-year employees are announced each year by the President.

Those faculty who earn annual leave do so at the following rate: less than three years of service, one working day per month with no maximum accumulation; three years but less than five years of service, one and one-fourth working days per month with no maximum accumulation; with five years but less than 10 years of service, one and one-half working days per month with no maximum accumulation; with ten years but less than 15 years or service, one and three-fourths working days per month with no maximum accumulation; with 15 years or more of service, two working days per month with no maximum accumulation. Any eligible unclassified employee hired prior to the transfer of UNO to the UL System who elected the LSU System Annual Leave Accrual Schedule will be allowed to remain in the LSU System Schedule.

***Civil Leave***

UL System Policy FS.III.XXI.-1 Section VIII (Leave for Civil and National Service) allows for Leave for Civil and National Service. The following are recognized by the Board as appropriate reasons:

1. for performing jury duty;
2. when summoned to appear as a witness before a court, grand jury, or other public body or commission;
3. for performing emergency civilian duty in relation to national defense;
4. for voting in a primary, general, or special election which falls on his scheduled working day, provided that not more than two hours of leave shall be allowed an employee to vote in the parish where he is employed, and not more than one day to vote in a parish other than the one where he is employed;
5. when the appointing authority determines that employees are prevented from performing their duties by an act of God;
6. when the appointing authority shall determine that local conditions or celebrations make it impracticable for employees to work.

***Military Leave***

UL System Policy FS.III.XXI.-1 Section IX (Military Leave) provides guidelines for Military Leave. Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick 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 shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year. However, employees 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 shall be ineligible for leave with pay.

***Family and Medical Leave***

Family and Medical Leave (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. UL System Policy FS-III.XX.-1 Section X (Family and Medical Leave) provides guidelines for Family and Medical Leave. The State Colleges and Universities of Louisiana System has adopted the provisions of the U.S. Family and Medical Leave Act of 1993 for all its employees. The Louisiana Department of Civil Service (See General Circular No. 1126, October 8, 1993) has previously taken the position that all classified employees are covered by this Act. The contents of the Department of Civil Service General Circular No. 1126 shall therefore apply to all full-time

System employees. University policy is to run FMLA leave concurrent with accrued leave. The University will continue to pay the employer portion of insurance premiums during the leave period.

### ***Other Leave***

UL System Policy FS.III.X.XXI.-1 provides guidelines for Other Leave not otherwise defined above. The Board recognizes other categories of leave for its employees.

- A. When an employee is absent from work due to disabilities for which he is entitled to Worker's Compensation, he may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Worker's Compensation in accordance with law.
- B. Probationary and permanent employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two days on any one occasion.
- C. 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.

### ***Group Insurance***

Various types of insurance are available to the UNO faculty employed at a minimum of 75% of full-time effort (30 hours/week) and appointed for at least one semester or 120 days. Group insurance offered includes medical, dental, vision, long-term disability, life, and accidental death and dismemberment. Flexible Spending Accounts and a Section 125 plan are also available. For more information, faculty are urged to read the descriptive brochures furnished by the Office of Human Resource Management. Participation in group insurance is voluntary.

### ***Tax-Deferred Supplemental Retirement Accounts (SRAs)***

Because of the University's status as a tax-exempt educational organization and a State Agency, University faculty are provided the opportunity to participate in tax-deferred supplemental retirement accounts (SRAs). UNO currently offers a 403(b) plan and a 457 plan administered by the Louisiana Deferred Compensation Plan.

An SRA allows faculty to set aside a portion of their salary before federal and state taxes are withheld through payroll deduction. The maximum amount that may be tax-sheltered is determined by federal law and is set by the IRS each calendar year. Faculty that are age 50 or older may be eligible to contribute an additional amount referred to as the "Catch-Up Provision."

### ***Credit Union***

The UNO Federal Credit Union offers its services to all members of the faculty and staff. The purchase of a \$5.00 share of stock is required for membership, and accounts are insured up to \$100,000.00. Credit Union savings and loans are both insured at no cost to the member. Credit

disability insurance is also available on all loans. Interest-bearing checking accounts requiring no minimum balance are available to all credit union members. Inquiries should be referred to the UNO Federal Credit Union. <http://www.unofcu.org/>

### ***Worker's Compensation***

Workers' Compensation laws provide money and medical benefits to an employee who has an injury as a result of an accident, injury or occupational disease on-the-job. Worker's Compensation is designed to protect workers and their dependents against the hardship from injury or death arising out of the work environment. If you are injured on the job, notify your supervisor, complete an incident report and contact the Office of Human Resource Management (280-6259).

## ***RETIREMENT***

### ***Eligibility***

Enrollment in the Teachers' Retirement System (TRSL) or, as an alternative, the Optional Retirement Plan (ORP, described below), is mandatory as a condition of employment for:

- all full-time, unclassified personnel of public colleges, universities, community and technical colleges (hired after July 1, 1991),
- all permanent, part-time employees who work more than 20 hours per week or 50% of full-time for a university, or
- all part-time employees with at least 10 years of TRSL service credit.

Aliens teaching in Louisiana based on "J" and "F" visas should seek counsel of the Office of Financial Services (280-3207) to verify retirement eligibility.

The contribution rate for the Teachers' Retirement System is 8% of gross earnings. Since July 1, 1988, these contributions have been tax-sheltered and will become taxable in the Internal Revenue Code when the funds are distributed to the member either as a refund or a retirement benefit. There are no provisions under the law by which members may secure a loan from their TRSL contributions.

### ***Regular Retirement***

The lifetime TRSL retirement benefit is determined by a formula defined by state law. This formula calculates the maximum retirement benefit for which a member is eligible taking into account years of service, final average compensation (FAC), and benefit factor percentage. FAC will be calculated using the highest five years (or 3 years if initial enrollment was prior to January 1, 2011) of salary consecutively earned. The benefit factor percentage ranges between 2.0% and 2.5% depending on the member's initial enrollment date, age, and years of service.

### ***Purchase of Service***

To increase the amount of retirement benefit, active TRSL members may purchase additional service credit. The following types of service may be purchased to increase service credit: legal leaves of absence, sabbatical leaves, substituting teaching service, involuntary furlough, local/state

public employment, non-TRSL participating charter school service, nonpublic/private school service, out-of-state public school service, non-USERRA military service, U.S. dependent school teaching service, previously refunded service credit, USERRA military service, and unused annual and sick leave. Certain restrictions and eligibility criteria apply.

### ***Deferred Retirement Option Plan***

Deferred Retirement Option Plan (DROP) is an optional program in which eligible TRSL members elect to freeze their regular retirement benefits and have those benefits deposited in a special account at TRSL, while they continue to work and draw a salary from a TRSL-reporting agency. DROP allows a TRSL member to build up savings. However, DROP participation may not be a good idea for members expecting significant pay increases, as their lifetime benefit will be locked in at the pre-DROP average. Members may elect to participate in DROP only once. The decision to participate in DROP is irrevocable once participation begins. For more information on DROP, review the TRSL publication, *DROP Handbook: A Guide to the Deferred Retirement Option Plan*, which is available on the TRSL website ([www.trsl.org](http://www.trsl.org)).

### ***Estimates***

TRSL will provide members with a retirement estimate upon request if the employee is within three years of retirement eligibility. The TRSL benefit calculator, found at [www.trsl.org](http://www.trsl.org) will allow the member to enter data to calculate an unofficial projection of a member's retirement benefits. For detailed information, brochures, and retirement forms, faculty should contact the Office of Human Resource Management (505-280-6259).

### ***Optional Retirement Plan***

The Optional Retirement Plan (ORP) is a defined contribution plan in which participating employees direct their own investments through private carriers. ORP participants are 100% vested from the date of enrollment.

## **3.21 Social Security**

Act 6 of the 1991 Third Extraordinary Session of the 1991 Louisiana Legislature requires that certain employees be included under Social Security rather than one of the Louisiana State retirement systems. The following categories of employees are currently exempt from both the Louisiana State Employees Retirement System (LASERS) and the Teachers' Retirement System (TRS) and will be required, instead, to pay Social Security tax:

- Part-time employees. For Social Security purposes, employees are considered part-time if they are employed at or below 50% of effort. Unless these employees are currently vested in a state retirement system, they will be required to contribute to Social Security and Medicare. If a status change causes the percentage of effort to exceed the criteria stated above, employees will be required to join the appropriate retirement system, if they are otherwise eligible.
- Seasonal employees. This group includes employees hired on an intermittent, short-term basis.

- Temporary employees. This group includes all academic and non-classified employees hired on annual appointments, periods of appointment (as so designated on standard personnel form 101), or any non-tenure-track appointment for a term less than two years. Temporary employees will be required to join the appropriate retirement system after they have been continuously employed for two years, if they are otherwise eligible.

### **3.22 Faculty Pay**

All faculty members are paid twice monthly.

#### ***Salaries***

The University does not operate on a fixed salary scale. Salaries are reviewed annually and adjustments are recommended within the framework of available funds. Increases in salary may result from promotion in rank from general raises throughout the University, or from recognition of individual professional merit.

#### ***Payroll Deductions***

Certain payroll deductions are made automatically by the University and certain others may be made at the request of the faculty member including income tax, retirement, group insurance, tax-sheltered annuities, Campus Federal Credit Union, athletic events, and United Way.

#### ***Travel Allowances***

All travel at University expense is subject to the same regulations, and University expense is interpreted to include all funds, including gifts and grants, which are administered by the University. In general, the University may provide travel funds for faculty members for the following purposes:

- Authorized travel in connection with the academic or business affairs of the University.
- Authorized travel to attend meetings of learned or professional societies to present papers, to represent the University or as major officers or members of important committees.
- Authorized travel of those designated by the President as delegates to conventions or association meetings.
- Authorized attendance by members of the teaching and research staff at meetings of associations and societies in their special fields to be reimbursed not in excess of 50 percent of allowable expenses.

Travel at University expense by any member of the faculty or staff is authorized only when the purpose of the travel will benefit the University and the particular department concerned. All travel must be approved in advance by the head of the budgetary unit concerned and must be under the direct control of the dean or other administrative officer. Travel to foreign countries at University expense must be cleared in advance of departure, and faculty should check the relevant regulations in their colleges for other pre-travel clearance requirements. Payment of travel expenses is subject to the availability of funds in the departmental budget concerned.

Arrangements for transportation should always serve the best interests of the University, which ordinarily means that the lowest practicable travel expense will be authorized when all factors of cost have been considered. The use of tourist-class air travel is required when available. Authorized travel in privately-owned vehicles is reimbursable, although transportation by University-owned conveyance, whenever possible and practicable, is preferred. Cost of meals, lodging and certain incidentals, up to set maximums, may be reimbursed. The entertainment of guests at University expense is not authorized.

Advances of funds to cover University reimbursed travel costs may be obtained by properly completing travel advance forms, which may be secured from the Office of Accounting Services. Advances should not be requested in excess of estimated reimbursable costs. Review and approval by the head of the budgetary unit concerned is necessary. If travel costs are less than the travel advance, return of unused funds must be made promptly upon return from the trip. Whether or not the funds are advanced, travel vouchers must be submitted to the Office of Accounting Services within two weeks of returning from the trip. Detailed information pertaining to travel, including current rates of reimbursement, can be found in PPM49 and at the website of the Louisiana Office of State Travel at [http://www.doa.louisiana.gov/osp/travel\\_index.htm](http://www.doa.louisiana.gov/osp/travel_index.htm)

### ***Outside Employment***

The University recognizes the right of the faculty member to engage in both paid and non-paid activities beyond his or her duties to the University. Such activities include consultation, advice and service as an expert witness. In these cases the outside work draws directly upon the faculty member's professional expertise and adds to the stature of the individual faculty member and the University, and is authorized as long as it does not delay, conflict or in any manner interfere with instructional, scholarly and/or other services due the University.

The faculty member planning to engage in this type of work must report his or her plans to the department chair, citing the nature and extent of the activity, along with an estimate of the amount of time and compensation involved. The report will be forwarded to the dean for approval and then to the Vice President for Academic Affairs and Provost.

A member of the faculty or staff may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, and/or other services he or she must render in the nature of his University employment. See Chapter III, Section VII "Outside Employment of College and University Employees" and [AP-AA-19.2](#) "*Disclosure of Outside Employment*".

### ***Compensation Limitations***

Administrative Policy [AP-BA-39.2](#), *Compensation Limits for Academic and Non-Classified Employees* governs compensation limitations. There is a limit to the total compensation which a faculty member may receive during any one fiscal year from all University sources. This total includes all income covered on any check issued by the University for any compensation purpose. It does not modify, limit or directly impinge upon the provisions of AP-BA-39.2.

### 3.23 Faculty Service and Support Units

#### *The Earl K. Long Library*

The Earl K. Long library is located in the center of campus and is a convenient stop to and from offices for faculty who wish to conduct research, check out books and periodicals, to find locations of other books and journals in town, to order material through interlibrary loan, to place class readings on reserve, to have an online search done, to bring classes for instruction in research methods and tools, or just to sit down and read in quiet or to put on headphones and relax in the music room.

#### *The University of New Orleans Women's Center*

The University of New Orleans Women's Center serves faculty, students, staff, and women in the larger New Orleans community.

#### *University Computing and Communications*

The University Computing and Communications provides general purpose computing facilities for instruction and research.

#### *Testing Service*

The Testing Service provides computerized grading and analysis of objective, teacher-made tests for the UNO faculty.

#### *Media Resources Center*

The Media Resources Center on campus provides services to aid the instructional staff in classroom presentations. The Center serves as the production facility and distribution center for movie films, film strips, audio and video tapes, color slides, posters, charts, graphics, photographic aids, and the associated equipment which assist in the teaching process. Personnel at the Center also act as consultants to individual teachers and university offices in the preparation and production of a wide range of materials to aid in communication with students, faculty and staff.

#### *Learning Resource Center*

The Learning Resource Center cooperates with the departments of English, mathematics, and other department to provide tutoring and assistance in the basic skills areas of reading, writing, mathematics, English as a second language, and other areas. The facility serves the entire UNO population and acts as a supportive service to all academic areas.

#### *Student Physical Health Service*

Counseling Services <http://counserv.uno.edu/>

#### *Bookstore*

Textbooks, general and reference books, classroom and office supplies, personal computers and software, cards, gifts, and imprinted apparel and items are available at the UNO Bookstore. Faculty and staff receive a 10% discount on non-sale item purchases with proper identification. Currently published books not stocked can be special ordered. Caps and gowns also may be purchased from the Bookstore.

Requests for required course books and supplies should be submitted by department chairs according to the schedule published on the academic calendar and [AP-AA-15.2](#), *Textbook Adoption & Procurement*. Desk copies are requested directly from publishers, either by the faculty member or the department secretary. The Bookstore may provide a faculty member with a desk copy in emergencies, provided the request is made on a stores requisition signed by the department chair. The desk copy may later be replaced by the department; otherwise the department will be billed for all desk copies at mid-semester. The Bookstore conducts used textbook buyback at all times during the year.

### ***Parking***

The University requires all personnel using motor vehicles on the campus to register these vehicles with the University Police, regardless of ownership, within 48 hours after the vehicle is first brought onto the campus. A decal must be purchased at the start of each academic year. Areas reserved for faculty are clearly marked with yellow or red lines. Temporary parking permits are available at the University Police Office if the registered vehicle is disabled or for any other type of emergency situation. Special permits for the handicapped may be purchased upon presentation of a physician's certificate.

Tickets are issued and fines assessed for parking and traffic violations. Faculty may pay fines at the Office of the Bursar from 8:00 a.m. to 3:30 p.m. Six simple offenses in one semester will result in the revocation of the parking permit; more serious violations, such as unsafe operation of a vehicle, may result in immediate suspension of driving privileges. Further details on parking and traffic regulations may be obtained from the University Police Office and in the document UNO Parking and Traffic Regulations.

### ***Identification Cards***

Faculty and staff may have picture identification cards made by Media Resources at a nominal cost. Identification cards are required to gain access to recreational facilities, to cash checks at the bookstore and bursar's counter, to borrow books from the library, and for other, occasional purposes. They may be used in the community as a general identification document, and may serve to identify the holder for purposes of merchants' discounts, cashing checks, and the like. The possession of the card does not, of course, authorize the individual to make purchases in the University's name. Spouses and dependents of UNO faculty and staff may also obtain identification cards, which are to be presented when UNO services open to family of faculty are desired.

## **3.24 Academic Program Coordinator**

### **Appointment:**

In most cases, Academic Program Coordinators are appointed by the Department Chair with approval by the Dean. In cases where the degree program is administered at the college level, the Academic Program Coordinator is appointed by the Dean.

**Qualifications:**

Program Coordinators hold a faculty appointment with expertise in the discipline associated with the program of study. Program Coordinators of a graduate degree program must also hold a graduate faculty status.

**Roles and Responsibilities**

To facilitate and maintain program effectiveness, an Academic Program Coordinator works with the Department Chair to oversee the following areas:

- Advising and records review
- Class Scheduling
- Coordinating Assessments and Tracking Outcome Data (Including Institutional Effectiveness Measures)
- Reviewing and updating Student Learning Outcomes
- Coordinating Recruitment Efforts
- Monitoring Student Retention
- Assisting in Preparation for External Program Reviews
- Updating Program Materials (e.g., Handbook) As Needed

**4.0 EMPLOYEE RELATIONS****4.1 Americans with Disabilities Act**

[AP-OP-10.2](#), *Compliance with the Americans with Disabilities Act.*

The Americans with Disabilities Act (ADA) protects qualified individuals with disabilities (i.e., persons who can perform the essential functions of a job with or without reasonable accommodation) by making it unlawful to discriminate in all employment practices, such as recruitment, hiring, promotion, training, layoff, termination, job assignment, leave, benefits, and all other employment-related activities. It is the policy of the University to provide reasonable accommodation to enable a qualified applicant or employee with a disability to participate in the application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those available to other employees. Formal grievances, complaints, requests/questions regarding accommodations are to be addressed with the Office of Human Resource Management and the University's Administrative Policy, Compliance with the Americans with Disabilities Act.

**4.2 Equal Employment Opportunity**

[AP-BA-35.2](#) - *Equal Employment Opportunity/Affirmative Action Policy*

The University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, marital status, or veteran's status in the admission to, participation in, and treatment or employment in the programs and activities that the University

operates. The University has formally endorsed equal employment through the development of an Affirmative Action Plan, and has directed maintenance of the plan to ensure that it is carried out in a meaningful way. The execution of this policy requires vigorous efforts to identify and attract qualified applicants from groups underutilized at all levels of employment in the University.

The University Equal Employment Opportunity (EEO) policy ensures that all applicants receive fair consideration for employment and that employees are treated fairly. Such action includes, but is not limited to, employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and tenure. The University further endorses equal opportunity in its program activities and all educational responsibilities. This policy has been implemented by publishing the policy in appropriate places, establishing grievance procedures, and conducting evaluations to determine the degree of effectiveness of the equal opportunity programs, as well as to provide indications of need for remedial action. Individual employees can make contributions to the equal opportunity policy through their support of the spirit and letter of the policy. The responsibility for continuing development, implementation, and monitoring of the equal employment opportunity program has been assigned to the Office of Equal Employment Opportunity Programs. Anyone having questions or complaints regarding equal employment opportunity at UNO should contact this office.

#### **4.3 Prohibiting Discrimination, Harassment and Retaliation**

##### [AP-BA-32.2](#) - *Prohibiting Discrimination, Harassment and Retaliation*

Sexual harassment is a form of unlawful discrimination on the basis of sex, and is defined as unwelcome verbal or physical behavior of a sexual nature that is prohibited by both University policy and federal law. UNO reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication. The University will not tolerate any form of sexual harassment. Sexual harassment may involve submission to verbal or physical conduct of a sexual nature, unwelcome sexual advances, or request for sexual favors when these are made - explicitly or implicitly - as a term or condition of an individual's employment or student status. Sexual harassment may also include unwelcome verbal or physical conduct of a sexual nature when this interferes with an individual's ability to function effectively in an employment or academic setting by creating an intimidating, hostile, or offensive environment.

All categories of employees, including graduate assistants and student employees, are governed by the sexual harassment policy. Because sexual harassment may involve a wide range of sexually oriented behavior and is, in part, a function of the way in which such behaviors are perceived, the way a given incident is appropriately treated depends on its effect on the recipient, as well as the specific behavior itself. For example, simply informing the initiator – through either verbal or written communication – that the behavior is unwelcome and should cease may be sufficient to end it. On the other hand, the situation may be such or the behavior may be so extreme that the recipient is unwilling or unable to deal with it in this way.

To help the recipient determine how best to remedy sexual harassment, as well as to ensure that appropriate measures are taken when warranted, anyone who believes he or she has been subjected to sexual harassment may make use of both informal and formal procedures to pursue resolution. Details of these procedures are provided in the University policy statement on sexual harassment. Copies of this policy statement, as well as advice and assistance, are available from the Office of Human Resource Management.

#### **4.4 Drug Testing Policy**

##### [AP-BA-36.2](#) - *Drug Testing Policy*

The University of New Orleans supports a workplace that should be free from the risks associated with the use of alcohol and drugs. The administration has a legitimate interest in promoting reasonable working conditions and is committed to providing a safe and healthy environment for employees and the public. According to the Louisiana Revised Statutes 49:1001-1021, the University is authorized to drug test employees. The context of this policy will be pursuant to these statutes and to the Drug-Free Schools and Communities Act of 1986, the federal Drug-Free Workplace Act of 1988, the Drug-Free Public Housing Act of 1988, the Louisiana Drug Testing Act of 1990, the Omnibus Transportation Employee Testing Act of 1991, the Federal Highway Administration procedures, Title 49CFR part 40 and part 382 et al., LA Revised Statutes 23:1081 and 1601, and Executive Order MJF 98-38. The University of New Orleans fully supports these efforts and is committed to a drug-free workplace.

#### **4.5 Code of Ethics**

##### [AP-BA-49.2](#) - *Code of Conduct Policy*

University employees are covered by the Louisiana Code of Governmental Ethics (LA.R.S. 42:1101 et seq.) which regulates employment-related activity including, but not limited to, gifts and favors, nepotism, conflicts of interest, political activities, and selling or soliciting on campus. In addition, UNO employees are to adhere to the UNO Code of Conduct Policy – AP-BA-49.2.

#### **4.6 Discipline**

##### [AP-BA-47.2](#) - *Discipline Policy*

University employees who do not perform the duties of their position satisfactorily may be reprimanded, suspended without pay, have their salary reduced, be demoted, or be dismissed depending on the seriousness of the offense.

Employees who feel that disciplinary action was unjustified may file a grievance (See the Grievances section of this Handbook.). Classified employees may instead appeal the action to the State Civil Service Commission within 30 calendar days after notification of the disciplinary action. The appeal must conform to the provisions of Chapter 13 of the Civil Service Rules, available in the Office of Human Resource Management. For more information contact the Office

of Human Resource Management, or the Louisiana Department of Civil Service, P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804.

#### **4.7 Grievances**

If you have a job-related problem or are involved in a work situation with which you are seriously dissatisfied, you may seek resolution of this problem by following the University's grievance procedures. These procedures allow you, as an employee, to discuss your concerns with the appropriate authorities with freedom from reprisal. Grievance procedures also help employers determine the specific cause of any employee's grievance and find an appropriate solution. The University's grievance procedure involves sequential steps, which must be strictly adhered to by all parties involved. Any questions should be directed to the Office of Human Resource Management.

#### **4.8 Dispute Resolution**

If you are experiencing a minor work-related conflict which causes you significant dissatisfaction, you may contact the Office of Human Resource Management for dispute resolution assistance. These methods may include mediation, conciliation, and other means of resolving the problem. In some cases, the problem may be resolved by clarification and appropriate enforcement of University policy. While every situation is unique, most employees who participate in dispute resolution services enjoy satisfactory resolution of the problem. For more information, please contact the Office of Human Resource Management.