



# LSU at Alexandria Faculty Handbook

Revised July 2014

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## **Section I**

# **Introduction to Louisiana State University at Alexandria**

## Message from the Chancellor



Dear Colleagues: Please allow me to extend greetings to my new and current colleagues on the faculty of Louisiana State University at Alexandria (LSUA). Clearly, the faculty are the heart and soul of every institution of higher education and LSUA is especially fortunate to have an outstanding faculty who are dedicated and committed to investing themselves fully in teaching, research, creative expression, and service. Faculty at LSUA contribute actively to ensuring that students have access to a quality education at an affordable price in a caring, challenging, and supportive environment. Although student success is a responsibility shared by the entire campus, it is especially in the purview of the faculty.

LSUA is an academic community which reveres scholarly pursuits and celebrates associated achievements. Faculty members enjoy primacy in all academic matters at LSUA and do a wonderful job in serving as positive role models for students and others. Unquestionably, LSUA faculty members establish special bonds with students. This encourages students to move out of their comfort zones into places where optimal growth occurs. Faculty also help students to apply themselves fully in their formal education; seek and achieve a healthy balance among all aspects of their lives including, but not limited to, their formal studies, co-curricular engagement, extramural activities, proper nutrition, exercise, rest, and relaxation; remain enrolled through graduation, pursue additional formal education, enter the professional workforce; and support their alma mater. Senior tenured faculty members frequently give generously of their time, talents, and wisdom in helping junior tenure-track faculty members survive, thrive, and attain tenure and promotion.

This stalwart institution of higher education is committed to shared governance, transparency, active communication among all constituencies, and maintaining peace and harmony. It recognizes, appreciates, and celebrates individual differences, diversity, and globalization. LSUA equally is committed to helping those who are less fortunate and in need of assistance. As part of its commitment to promoting healthy lifestyles, LSUA has a tobacco free campus and operates a health clinic on campus for students, faculty, staff, and administrators.

In order to make policies and procedures that are associated with faculty matters readily accessible, this Faculty Handbook is kept up to date and can be easily found on the LSUA website <http://www.lsua.edu/docs/default-source/default-document-library/facultyhandbook.pdf?sfvrsn=4> . All faculty members are encouraged to access this Handbook, to become familiar with its contents, and to use it as an excellent source of valid and reliable information. Should any questions arise they should be directed to the Office of the Provost [bhatfield@lsua.edu](mailto:bhatfield@lsua.edu) .

Once again, we are thankful that you are a member of the LSUA academic community and wish you great success in your current and future endeavors.

Warmest regards,

G. Daniel Howard, Ph.D., CGFM, CFRE

Chancellor and Professor of Allied Health

## HISTORY OF LSUA

In 1959, the Louisiana Legislature authorized the establishment of LSUA as a two-year commuter college under the governance of the LSU Board of Supervisors. LSUA registered its first students in September 1960. The first degree program, an Associate of Science in Nursing degree, was initiated in the Division of Nursing in 1964.

The additional academic divisions of Liberal Arts, Business Administration, and Sciences were created in 1967. In 1974, LSUA was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award associate degrees. This accreditation was reaffirmed in 1984, 1994, and 2004.

Only one associate degree was available at LSUA from 1964 to March 1986, when the Associate of Arts and Associate of Science transfer degrees were approved. Over the next 15 years, several associate degree and certificate programs were added that the university continues to offer including

- Associate of Science in Clinical Laboratory Science (1996)
- Associate of Arts in The Care and Development of Young Children (Spring 2001)
- Certificate in Pharmacy Technology (Spring 2001)
- Associate of Science in Radiologic Technology (Fall 2001)

From 1976 through Spring 2003, Louisiana State University and Agricultural and Mechanical College offered the upper-level course work for select bachelor's degree programs on the LSUA campus through a program known as LSU Senior College. Initially, the Bachelor of Science in Business Administration and Bachelor of General Studies were offered. The Bachelor of Science in Elementary Education was added in 1982-83.

On June 5, 2001, following approval by the Louisiana State University Board of Supervisors and the Louisiana Board of Regents, the Louisiana Legislature passed legislation (Senate Bill 853) allowing Louisiana State University at Alexandria to offer baccalaureate degrees. In December 2002, SACSCOC approved a substantive change request from LSUA, thereby accrediting the university to award both associate and baccalaureate degrees.

In Fall 2003, LSUA was reorganized into colleges and departments rather than divisions. The College of Arts and Sciences is comprised of the departments of Arts, English and Humanities; Behavioral and Social Sciences; Biological Sciences; and Mathematics and Physical Sciences. The College of Professional Studies is comprised of the departments of Allied Health, Business Administration, Education, and Nursing.

LSUA began offering four baccalaureate degrees in Fall 2003: Bachelor of Science in Biology, Bachelor of General Studies, Bachelor of Science in Elementary Education, and Bachelor of Liberal Studies. Because there were students at LSUA who had completed upper-level course work through LSU Senior College, LSUA produced its first bachelor's degree graduates in December 2003.

A Bachelor of Science in Psychology, approved by the LSU Board of Supervisors in March 2005, and a Bachelor of Science in Mathematics, approved by the LSU Board in June 2006, are now offered. In July 2014

2008 the university began offering Bachelor of Arts degrees in English, Communication Studies, and History, along with Bachelor of Science degrees in Business Administration, Criminal Justice, and Nursing.

In addition to the Department of Education offering courses that lead to an Associate of Arts in The Care and Development of Young Children and the Bachelor of Science in Elementary Education, courses are offered for alternative certification in the following areas: Elementary Education, Grades 1-5; Health and Physical Education, Grades K-12; and Secondary Education, Grades 6-12 for the areas of biology, English, history, and mathematics. Students who major in biology, English, history, or mathematics may declare Secondary Education as a minor in these areas of study, earning certification to teach that subject in Grades 6-12. Add-on certifications are available for Early Childhood Education (PK-3) and Special Education in area of existing certification(s).

*The Oaks*, the university's first student housing complex, opened in the fall of 2007. The complex, which includes four apartment buildings and a community center, provides housing for 256 students.

LSUA hired its first athletic director in January 2007 and began competing in NAIA men's baseball and women's fast-pitch softball in Spring 2008. In January 2010, LSUA's new on-campus baseball-softball complex was unveiled in an opening day dedication and ribbon-cutting ceremony. The complex is located on the north side of campus, adjacent to the Fitness Center. LSUA added five sports in 2014 including men's and women's basketball and soccer teams along with women's tennis. LSUA joined the Red River Athletic Conference in 2014. The RRAC includes Bacone College (Okla.), Huston-Tillotson University (Texas), Jarvis Christian College (Texas), Langston University (Okla.), LSU-Shreveport, Our Lady of the Lake University (Texas), Paul Quinn College (Texas), Texas College, University of St. Thomas (Texas), University of Texas-Brownsville, University of the Southwest (New Mexico) and Wiley College (Texas) in addition to LSUA.

The university's Mulder Hall was opened in August 2011. The building is a 70,000 square-foot facility that provides 18 classrooms; 52 faculty offices, a computer lab and a writing lab, a painting and drawing studio, a ceramics studio and a photography suite; and a black box theater that seats 175 people.

## **LSU SYSTEM**

LSUA is a component of the Louisiana State University System which also includes Louisiana State University and Agricultural and Mechanical College, LSU Paul M. Hebert Law Center, LSU Agricultural Center, LSU Pennington Biomedical Research Center, LSU in Shreveport, LSU at Eunice, LSU Health Sciences Center New Orleans, LSU Health Sciences Center Shreveport, and LSU Health Care Services Division. The By-Laws and Regulations of the Board of Supervisors specify that LSUA will "extend basic as well as unique programs to citizens" of Central Louisiana and this mission was included when LSU President Troy Middleton spoke at LSUA's dedication on December 3, 1960. At that time, he said that LSUA must maintain the same academic standards and academic respectability that existed on the main campus.

The LSU System improves the quality of life in Louisiana and beyond by providing public higher education opportunities and engaging in research that advances new technologies and medical treatments. As the only public university in Louisiana that focuses solely on baccalaureate education, LSUA plays a unique role in those contributions.

## **MISSION STATEMENT**

As the only state-supported undergraduate university in Louisiana, LSUA's mission is to provide a broad spectrum of affordable undergraduate degrees in a robust academic environment that challenges students to excel and creates proactive and reciprocal relationships that meet the needs of the diverse student body and community that it serves.

## **VISION STATEMENT**

LSUA envisions itself as a University of choice, recognized for academic excellence, committed to student and community growth through teaching, research, and service, and, esteemed as a contributor to the economic, cultural, and intellectual growth of Louisiana.

## **VALUES**

The diversity of the LSUA community is reflected in its students, alumni, staff, faculty, in the residents of Central Louisiana and in the range of profit and non-profit organizations it serves. This diversity is further enhanced by the growing student body from other regions of the State, other parts of the United States and other countries. While this diversity makes a comprehensive listing of values a challenge to develop, the following value statements are indicative of the institutional mission of LSUA.

- Promoting academic freedom
- Fostering academic integrity
- Developing, reviewing, and revising rigorous degree programs
- Promoting research and scholarship
- Encouraging interaction among all community members
- Recognizing the importance of diversity, multicultural awareness, and respect
- Instilling a desire for life-long learning
- Encouraging service-learning and civic engagement



- Promoting education as a method of making sound life choices
- Advancing LSUA as an engine of regional economic growth

## **PHILOSOPHY STATEMENT**

As Louisiana State University Alexandria (LSUA) prepares to embark on its second half-century, the University and Central Louisiana are maturing respectively as provider and consumer of higher education. A comprehensive baccalaureate institution, LSUA is authorized, via the Louisiana Board of Regents' 2009 Master Plan for Post-Secondary Education, to offer certificate, associate, and baccalaureate degrees. As such, LSUA is the only public university in Louisiana whose entire focus is on a 21st century undergraduate education that blends professional studies with an informed and intentional general education. In the process of its evolution, the University has responded to the needs of the region, its students and its employers by designing and offering degree programs that establish a foundation for continued academic growth and a platform for regional economic development. Nevertheless, the challenge of improving educational attainment in Central Louisiana is borne out by startling evidence -- fewer than twenty percent of those between the ages of 25 to 64 have earned a bachelor's degree or higher and fewer than eight percent of the same groups have earned an associate degree. Raising this educational attainment level is of paramount importance if Central Louisiana citizens are to advance and if the economic base of the region is to grow more diverse and stronger. Our pledge to Central Louisiana and the State is that LSUA will be the platform for this attainment and a catalyst for this growth.

### **I. Student Success**

LSUA will become recognized as a University that excels at ensuring the academic success of its students. Ensuring such success is dependent upon a faculty and staff who care deeply for the goals and ambitions of students and who respect the multiple demands on students' lives. To reach the objectives requires an organizational culture that rewards strategic thinking which removes existing and potential barriers to student success.

- a. Students' rates of progression toward degree and graduation will equal or exceed those of peer universities and the expectations of the Louisiana Board of Regents.
- b. The Advising Center will work proactively with students, faculty advisers and academic departments to improve the academic advising process for all LSUA students.
- c. Articulation agreements with community and junior colleges will be improved and transfer of students into LSUA will be more easily facilitated; LSUA will pursue academic relationships and collaborations that complement its mission and contribute to the improvement of access and higher education attainment in Central Louisiana.
- d. The academic success rate of students in general education core courses will be improved.

## II. Undergraduate Academic Experience

The undergraduate academic experience is the mainstay of the mission of LSUA. The quality of this experience must be palpable from the earliest encounter with the potential student to the student's placement after graduation. Curricula and related programmatic academic initiatives bear the initial mark of this quality; however, all undergraduate experiences must signal this quality.

- a. All academic curricula and programs will demonstrate currency and rigor.
- b. LSUA will develop new undergraduate degree majors and programs that respond to student demands and employer needs.
- c. The general education core will reflect the legacy of the liberal arts and their relevance to professional studies of the 21<sup>st</sup> Century.
- d. As an institution that focuses on undergraduate student success, faculty research and scholarship will inform teaching.
- e. All academic curricula and programs will be regularly assessed against the highest standards and outcomes available, including graduation rates, employment placement and graduate school placement.
- f. The University will complete all objectives and implement all strategies delineated in its SACS Quality Enhancement Plan (2004).
- g. To complement the undergraduate academic experience, LSUA will enhance its career counseling, assist students with internship placements and prepare applicants for graduate and professional school admission.
- h. As a public undergraduate university, LSUA will explore the consequences of broader engagement in undergraduate research; enabling strategies will be designed and implemented.
- i. Service learning opportunities and the role of civic engagement in learning will be enhanced for both faculty and students.
- j. Internationalization of the curricula and the University will be pursued via a variety of vehicles; e. g. exchange agreements, curriculum infusion, travel-study courses, and collaborations with partner universities.
- k. The University will serve as a source for creative experiences and cultural growth for all of its students, faculty and staff.
- l. Operating within the selective standards applicable, LSUA will recruit and increase the enrollment of qualified first-time students, transfer students and adult learners.

- m. A modern university must prepare students to participate in a diverse world; LSUA will improve the diversity of its students, faculty, staff and curricula to reflect such a world.
- n. The Honors Program will become a showcase of rigor and challenge for a selected group of undergraduate students.

### **III. Professional Growth and University Improvement**

The demands on the modern university pivot on its ability to provide the highest quality education for the greatest value. LSUA improvements in delivery of that education and in the value proposition are driven by a commitment to professional enrichment, organizational change and growth.

- a. Professional growth and development of faculty will continue to be a high priority so that teaching, learning and scholarship will continue to support student success and the mission of LSUA.
- b. Development opportunities for staff members of LSUA will continue and will be enhanced.
- c. The University will explore the feasibility of, and adopt, innovations in course and program delivery; examples may include additional online instruction, intersession course formats, off-site instruction and enhanced evening offerings.
- d. The University will seek means of supplementing revenues via self-sustaining auxiliary operations.
- e. A campus technology plan will be undertaken and completed by 2011.
- f. LSUA will improve its enrollment management processes such that recruitment, admissions and financial assistance are collaborative and student-centered endeavors.
- g. Intra-university communication processes will optimize the use of technology while not losing the relational characteristics of LSUA.
- h. Each department and unit of LSUA will become a model for finding and adapting to best practice, wherever it may be found.
- i. The University will complete all of the objectives of its extant Title III Grant (2005-2010) and will assume all relevant responsibilities upon its conclusion.

### **IV. Vibrant University Life**

A vibrant university community embraces and promotes its wholeness. Such wholeness is embodied in teacher-scholars who value and complement professional talents, in an organizational ethic that fosters integrity and trust, by a learning community of students and faculty who pursue learning, scholarship and service, and, by a community that welcomes

alumni, friends, energetic athletic boosters, local and regional partners, and neighbors who collaborate in the LSUA mission.

- a. University and campus life will be enhanced via dynamic and thoughtful initiatives; e. g. campus programming, intramural sports and recreational activities, Greek life, club sports and Student Government.
- b. LSUA will engage in practices and design policies that promote the health and wellbeing of the faculty, staff and students.
- c. University learning spaces for all students will be improved; e. g. classrooms, laboratories, group study space, seminar spaces.
- d. Opportunities for faculty, staff and students to volunteer service and expertise will be enhanced.
- e. Safety of all students, faculty, staff, residents and visitors on the LSUA campus and its immediate environs will remain a high priority.
- f. Strategies will be implemented to ensure maximum occupancy of The Oaks Residence Hall.
- g. Intercollegiate athletics will expand at a measured pace, provided sufficient resources are attainable and enthusiastic support is manifested.
- h. The University will design opportunities for guests, alumni, friends, and donors to enjoy the LSUA campus and capitalize on the breadth of its resources and educational sites.

## **V. Campus Quality**

LSUA is located on a beautiful 200-acre tract adjacent to the LSU AgCenter Dean Lee Research and Extension Center and is anchored by ancient live oak trees. The mid-to-late 20<sup>th</sup> Century architecture will soon be complemented by the stunning design of the Multipurpose Academic Center. The structures, setting and environment speak to the mission of providing a high quality 21<sup>st</sup> Century undergraduate education in a setting that is conducive to learning, pleasant in which to work and teach and inviting to all.

- a. The high quality of the visual appeal, beauty and appearance of the LSUA campus will continue to be a high priority.
- b. The Campus Master Plan (2003) will be evaluated, assessed and revised as necessary.
- c. The Children's Center will assess its service model, adopt innovative processes and implement strategies to become a beacon of childcare excellence in Central Louisiana.
- d. Completion of the Multipurpose Academic Center in 2011 will transform the LSUA campus; a comprehensive utilization study of all LSUA facilities will be completed by 2012 so that campus building utilization is optimized.

- e. A feasibility study regarding future needs of the James C. Bolton Library will be completed by 2011 and will inform subsequent renovations of the facility.

## **VI. Community Relationships and Outreach**

LSUA has embraced its role as a regional catalyst by widening its presence in Central Louisiana and welcoming opportunities to partner with schools, governments, healthcare providers and area constituents. The University assumes its role as a public resource with deliberateness, with knowledge of the importance of reciprocal community relationships and a commitment to the future of Central Louisiana.

- a. LSUA will strengthen its relationships with alumni, former students, friends and supporters.
- b. Donor stewardship will be improved and, in collaboration with the LSUA Foundation, the donor base will be enhanced.
- c. A dynamic web presence will effectively communicate with, and reach out to, all of the relevant LSUA audiences.
- d. LSUA will work diligently with Central Louisiana schools to enhance their academic programs and enrich the professional development of school faculty.
- e. Each academic department will enlist the assistance and expertise of external regional professionals by forming and utilizing Advisory Councils.
- f. LSUA will partner with governmental entities and non-governmental organizations for the benefit of Central Louisiana's population.
- g. The Office of Continuing Education will reach out to regional businesses, organizations, and families to improve productivity, enhance effectiveness and provide for a higher quality of life.
- h. LSUA will leverage its position to improve the Central Louisiana economy, enhance its cultural environment and improve its quality of life.
- i. The multiple sites of LSUA will be utilized to the fullest extents possible so that its academic and service outreach is effectively and efficiently delivered.

## **INSTITUTIONAL GOALS & OBJECTIVES**

### **Increase Opportunities for Student Access and Success**

- 1. Increase fall 14th class day headcount enrollment at Louisiana State University Alexandria by 1% from the baseline level of 2,675 in Fall 2009 to 2,702 by Fall 2017.

**Ensure Quality and Accountability**

1. Increase the percentage of first-time in college, full-time, degree-seeking students retained to the second Fall at the same institution of initial enrollment by 7 percentage points from the Fall 2008 cohort (to Fall 2009) baseline level of 54% to 61% by Fall 2017 (retention of Fall 2016 cohort).
2. Increase the percentage of first-time in college, full-time, degree-seeking students retained to the third Fall at the same institution of initial enrollment by 7 percentage points from the Fall 2007 cohort (to Fall 2009) baseline level of 31% to 38% by Fall 2017 (retention of Fall 2015 cohort).
3. Increase the Graduation Rate (defined and reported in the National Center of Education Statistics (NCES) Graduation Rate Survey (GRS)) – baseline year rate (Fall 2002 cohort for Four Year institution) of 5% to 15% by 2017-18 (Fall 2010 cohort).
4. Increase the total number of Baccalaureate degree completers in a given academic year from the baseline year number of 166 in 2008-09 academic year to 177 in academic year 2016-17. Students may only be counted once per award level

**ACCREDITATION**

Louisiana State University at Alexandria is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana State University at Alexandria.

For additional information about the Southern Association of Colleges and Schools Commission on Colleges, see the website <http://www.sacscoc.org>

Routine inquiries about LSUA, such as admission requirements, financial aid, educational programs, etc., should be addressed to LSUA and not to SACSCOC.

The University also maintains accreditation through the Accreditation Commission for Education in Nursing (ACEN), the Joint Commission on Radiologic Technology, the American Society of Health System Pharmacists (ASHP), the National Accrediting Agency for Clinical Laboratory Science (NAACLS), and the National Council for Accreditation of Teacher Education (NCATE).

**UNIVERSITY CONTACT INFORMATION**

Louisiana State University at Alexandria  
8100 Highway 71 South  
Alexandria, LA 71302-9121  
Telephone: 318.445.3672  
Web address: [www.lsua.edu](http://www.lsua.edu)

## **Section II**

# **Administration**

## **Louisiana Board of Regents**

The Board of Regents was created in 1974 and is charged with the responsibility to plan, coordinate, and exercise budgetary responsibilities for all public higher education. More specifically, the Board of Regents has powers, duties, and responsibilities to:

1. revise or eliminate an existing degree program, department of instruction, division or similar subdivision,
2. approve, disapprove, or modify a proposed degree program, department of instruction, division or similar subdivision,
3. study the need for and feasibility of any new institution of post-secondary education, including branches of institutions and conversion of two-year institutions offering longer courses of study.
4. formulate and make timely revision of a master plan for higher education, and
5. require that every higher education board submit to it an annual budget proposal for operational needs and for capital needs of each institution under the control of each board. The Board of Regents submits budget recommendations for all institutions of higher learning in the state. It also recommends priorities for capital construction and improvement for the campuses of higher education.

The Board of Regents is composed of a maximum of sixteen members appointed by the governor with the consent of the Senate. The members are appointed in such a way that at least one, but not more than two, are residents of each congressional district. The members are appointed for six years and serve until their successors are appointed and take office, except for a student member who is appointed for a one-year term.

## **LSU Board of Supervisors**

The powers of management over public institutions of higher learning not specifically vested in the Board of Regents are reserved to the Board of Supervisors of LSU and Agricultural and Mechanical College, the Board of Supervisors of Southern University, the Board of Supervisors for the University of Louisiana System, the Board of Supervisors of the Louisiana Community and Technical College System, and any other such board created pursuant to the institutions under the control of each.

The LSU Board of Supervisors has the authority to exercise all power to direct, control, supervise, and manage institutions within its system. The system of campuses and other facilities governed by the Board of Supervisors is determined by Revised Constitutional Provision 17:3215.

The Board of Supervisors is composed of two members from each congressional district, one member from the state at large, and one student member. The members are appointed by the governor with consent of the Senate. Members serve overlapping terms of six years. One student is appointed to the Board of Supervisors for a one-year term with voting privileges according to constitutional provisions.



The Board of Supervisors may create an executive committee to execute orders and resolutions delegated to it by the Board. All acts of the executive committee shall be submitted to the Board for ratification or rejection at its next meeting except when the Board has delegated to the executive committee full power to act. Individual members of the Board cannot act for the Board as a whole.

Duties and responsibilities of the LSU Board of Supervisors include establishing governing policies, procedures, administrative, business and academic rules and regulations that govern LSUA. (Revised Constitution Provisions, Title 17:3351)

#### Bylaws of the Board of Supervisors

The Bylaws cover the organizations and administration of the University System. Prepared by the LSU Board of Supervisors, and reconfirmed by Louisiana Law, Louisiana Constitution, 1974, Article 8, Section 7, this published document contains the official regulations for all personnel within the LSU System. It covers appointments, duties and responsibilities of faculty and staff, promotion, tenure, leave-time regulations, insurance and retirement, and financial and business procedures. Bylaws of the Board of Supervisors can be referenced at [www.lsusystem.edu](http://www.lsusystem.edu) Click on Policies and then click on LSU System Bylaws and Regulations.

#### President of the University System

The President is the executive head of the LSU System and serves as secretary to the LSU Board of Supervisors. The President is responsible for the execution of the administrative and educational policies of the Board of Supervisors. The office of the President and other System offices are in Baton Rouge.

#### Permanent Memoranda of the LSU System Office

System-wide policy statements are official statements of policy issued by the Office of the President and are identified as PM or Permanent Memoranda. They describe policies and/or operating procedures involving more than one campus of the LSU System. Permanent Memoranda can be referenced at [www.lsusystem.edu](http://www.lsusystem.edu). Click on Policies and then click on Permanent Memoranda. Permanent Memoranda may also be accessed at [www.lsua.edu](http://www.lsua.edu). Click on Faculty/Staff, scroll down to Policies and click on LSU Permanent Memoranda.

#### Chancellor

As administrative head of the campus, the Chancellor is responsible to the Board of Supervisors, through the President, for the execution of all laws relating to Louisiana State University at Alexandria, all resolutions, policies, rules and regulations adopted by the Board of Supervisors, and all policies, rules, regulations, directives and memoranda issued by the President of the System. The Chancellor makes all appointments, promotions, transfers, suspensions and dismissals of all academic and nonclassified personnel, subject to the approval of the President and confirmation by the Board. The Chancellor is the appointing authority to approve personnel actions relating to classified personnel.

The Chancellor formulates educational and administrative policies for LSU at Alexandria within its assigned functions and programs. The Chancellor also designates such duties and responsibilities as he or she deems proper, and he or she may establish and appoint academic and/or nonacademic personnel to any committee created through the authority of the chancellor's office.

The Chancellor is responsible to the President for the budget of LSU at Alexandria. He or she prepares a budget for the campus and approves expenditures under the campus budget approved by the President and Board of Supervisors. The Chancellor keeps the President informed about the operation and welfare of LSU at Alexandria.

### LSUA Campus Policy Statements

Campus Policy Statements (PS) designed specifically for LSUA are developed in compliance with the LSU System-wide Permanent Memoranda and address specific needs of LSUA. LSUA Policy Statements can be accessed at <http://chancellor.lsua.edu/policies/>

### Provost and Vice Chancellor for Academic and Student Affairs

The Provost and Vice Chancellor for Academic and Student Affairs assists the Chancellor by overseeing the areas of academic instruction including the academic departments with department chairpersons reporting directly to the Vice Chancellor. The Director of Library Services, Registrar, Director of Continuing Education, Director of Student Services, Director of the Advising Center and the Director of the Eloise Ferris Mulder Center for Teaching Excellence are also part of Academic and Student Affairs. The Provost and Vice Chancellor for Academic and Student Affairs is a member of the Planning Council and participates in all academic and student affairs committees as an extension of the work of his or her office. An Assistant Vice Chancellor for Student Support and Assistant Vice Chancellor for Enrollment Management also work in Academic Affairs.

### Vice Chancellor for Finance and Administrative Services

As the chief financial officer for LSU at Alexandria, the Vice Chancellor for Finance and Administrative Services is responsible to the Chancellor for the following: budget planning, operation of university computer services, maintaining and controlling budgetary balances in all accounts, payroll for all employees, purchasing of all materials and services, collecting and disposing of fees and other charges to students, managing auxiliary enterprises, maintenance of personnel records and reports. In addition, he or she is responsible for the operation and maintenance of the physical plant, and is a member of the Planning Council. An Assistant Vice Chancellor/Budget Director also works in this office.

### Department Chairs

The College of Arts and Sciences includes the following departments: Arts, English, and Humanities; Behavioral and Social Sciences; Biological Sciences; Mathematics and Physical Sciences. The College of Professional Studies includes the following departments: Allied Health, Business Administration, Education, and Nursing. Department chairs report to the

Provost and Vice Chancellor for Academic and Student Affairs and each is the chief administrative and academic officer of his or her department.

### Administrative Committees

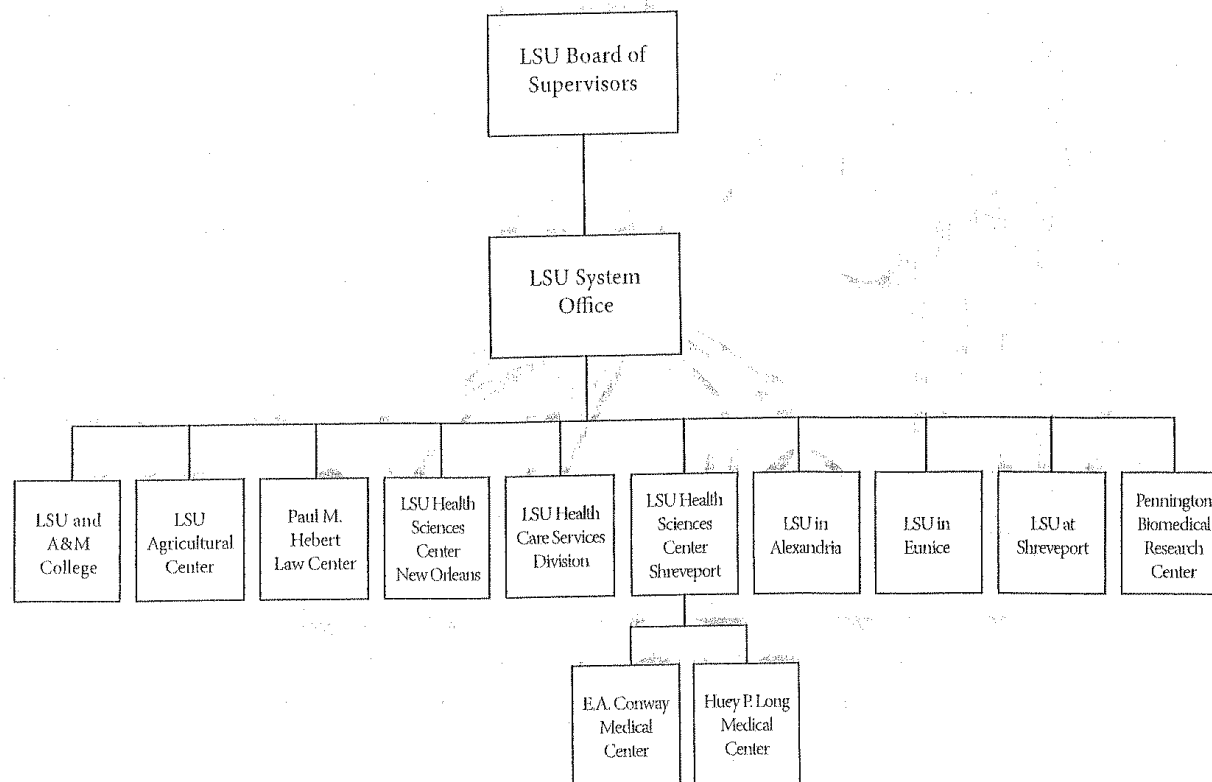
Standing administrative committees are those whose function and membership are determined by the administration, and they provide a source of advice and information to the campus administration. Appointments to the various committees are generally made by the Office of the Chancellor, frequently after consultation with the appropriate persons. The current administrative committees include the Planning Council (which serves as the Administrative Council in accordance with Chapter 1, Section 1-3 of the Regulations of the LSU Board of Supervisors); Arts and Humanities; Athletic Council; Campus Beautification; Center for Teaching Excellence Advisory; Continuing Education; Data Issues; Emergency Response; Financial Aid and Scholarships; Fitness; General Education Assessment; Honors Convocation; Honors Program; Information Technology Advisory; Institutional Effectiveness; Institutional Review Board; Multi-Cultural and International Affairs; Naming Facilities; Operation of Student Center; Safety; Service Learning; Strategic Planning Steering; Student Conduct; Student Grievance; Student Organizations and Activities; Student Publications; Student Technology Fee; Traffic Appeal.

The membership of the Planning Council includes two faculty members of tenured rank elected for a one-year term from each college, and other such persons as may be designated by the Chancellor. The Planning Council serves as the budget committee to the Office of Chancellor, in addition to providing the Chancellor with advice on other matters of campus importance.

In addition to its standing committees, the administration appoints ad hoc committees.

Student membership on these committees, combined with the Student Government Association and student organizations, provides opportunities for communication and cooperation among administrators, faculty, staff, and students.

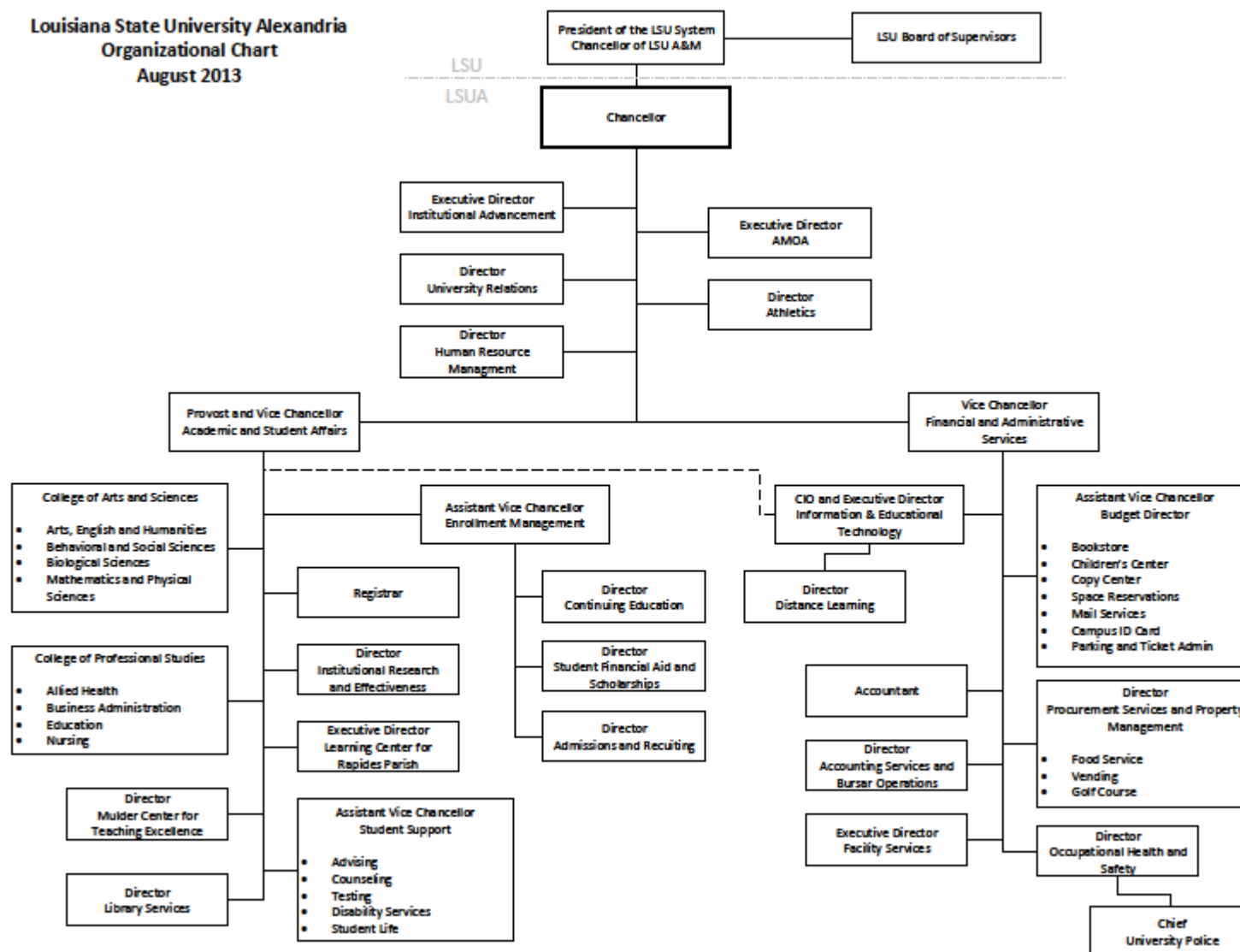
# Louisiana State University System Structure



01NOV2012

July 2014

**Louisiana State University Alexandria**  
**Organizational Chart**  
**August 2013**



## **Section III**

### **Faculty**

## **FACULTY**

### **Responsibilities**

Faculty members of a state university have complex responsibilities. They are primarily scholars who strive to learn and to teach. They are defenders of reason and truth, counselors, models, tutors, and guides. They are also state employees with responsibilities for service to the community and to the state. They are officers of the university who share responsibility for the institution's accomplishment of its purposes and achievement of its goals. They are in some respects officers of the state government with special obligations attendant upon that status; they must exercise wisdom and fairness in dealing with other people, particularly with students in their charge. They must be professional educators. They must keep abreast of developments in educational law and related legislation. Specific job responsibilities, beyond those found in the Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, are developed by respective departments.

### **Authority**

Authority to determine the educational policy of LSUA is delegated to the faculty by the Board of Supervisors. The faculty exercises this authority by deliberative action in the several units and departments of the university.

Since November 18, 1977, the LSUA Faculty Council has delegated authority to an elected Senate, as provided for by the Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College.

The faculty makes recommendations for granting degrees through colleges or departments within a college.

### **Academic Freedom**

LSUA is committed to the principle of academic freedom, which acknowledges the rights of faculty to explore fully within the fields of their assignments and to give in the classroom and elsewhere such exposition of their subjects as they believe to represent truth. This principle also includes the right of a member of the academic staff to exercise in speaking, writing, and action outside the university the ordinary rights of an American citizen, but it does not decrease the responsibility which the faculty member bears to the university, the state, and the nation.

Among the many implicit responsibilities of academic freedom is that of refraining from insistence that students or others accept any controversial point of view as authoritative.

Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

## Membership

All members of the academic staff holding the rank of Instructor or higher who are appointed full-time and whose current work is, either in part or in whole, within particular departments are members of the Faculty Council and of the respective academic department(s) to which they are assigned. Part-time faculty members may be enfranchised as a class to the degree deemed appropriate by the departmental faculty.

## Adherence to University Policy

University operations are increasingly affected by law and by various regulations with legal effect. Faculty members and other employees who operate within established university policy will be provided legal assistance and defense by the university if they encounter legal difficulties in the performance of their duties. **Persons who depart from established policy, however, must provide for their own defense should legal difficulties ensue.** Furthermore, such persons may make themselves personally liable to legal action. It is therefore a matter of some importance to the academic staff to be familiar with university policy and procedures, especially those which relate to faculty rights, privileges and responsibilities.

University policy is stated in a number of documents with which faculty members should be familiar. The following is a partial list. These documents are on file in the Chancellor's Office; individual copies may be obtained upon request or they can be accessed online.

1. Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College
2. Permanent Memoranda issued by the President of the Louisiana State University System
3. LSUA Catalog
4. LSUA Student Handbook

Permanent Memoranda from the Office of the President (applicable to all campuses within the LSU System) of frequent interest to LSUA faculty are:

PM-5 LSU System Holiday Schedule  
PM-11 Outside Employment of University Employees  
PM-13 University Travel Regulations  
PM-20 Leave Policies for Academic and Unclassified Employees and Classified Personnel  
PM-55 Equal Opportunity Policy  
PM-63 Channels of Communication with the Board of Regents

Permanent Memoranda from the Office of the President may be accessed at this link:  
<http://chancellor.lsua.edu/policies/>

## Departmental Faculty Meetings

The chair of each department shall call faculty meetings as needed, and must hold at least one faculty meeting during each semester. A faculty meeting is required upon the written request of one-fourth of a department's full-time faculty members. At least 5 days notice of the meeting must be given. A majority of the members of a department's full-time faculty shall constitute a quorum.

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## **College Faculty Meetings**

The College of Arts and Sciences and Professional Studies remain as units of the University even though the operations of the deans' offices are suspended. College meetings are occasionally held to elect representation to committees and to deal with matters of major concern. College meetings will be held as needed and are convened and presided over by the senior department chairperson in each of the colleges.

## **Faculty Council Meetings**

According to the Regulations of the LSU Board of Supervisors, "The faculty or Faculty Council shall meet at least once each academic year at the call of the President as chairman or of the chief administrative officer of the campus as vice-chairman, or upon the written request of 50 members, or 20 percent of the membership, whichever is the smaller number. At least five days' notice of meeting shall be given. It shall be the prerogative of the President to preside; otherwise, the administrative head of the campus shall preside." Other particulars concerning the conduct of the Faculty Council may be found in the Bylaws of the LSUA Faculty Council, Article 1.

## **Faculty Workload Policy**

Information concerning faculty workload is found in PS 209.

## **Annual Review of Performance**

The performance of each faculty member for purposes of all personnel actions including merit raises is reviewed by the department chair, as provided in PS 202. The department chair will discuss the review (or evaluation) with the faculty member and then forward the evaluation form to the Provost and Vice Chancellor for Academic and Student Affairs for review and comment. The completed evaluations will be filed in Human Resource Management. Provision is made for each department to devise specific procedures for its particular uses of the evaluation forms.

## **Access to Personnel Records by Faculty**

Faculty members may examine their own personnel records upon written request and reasonable period of time not to exceed three working days. Personnel records are retained in Human Resources. Requests for such examinations should be submitted to the Director of Human Resource Management.

## **Equal Opportunity Policy**

Louisiana State University at Alexandria assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status in the admission to, participation in, and treatment of employees in the programs and activities which the university operates. Details are found in PS 222.

Anyone having questions or complaints regarding equal opportunity at LSUA should contact the Director of Human Resource Management who is the campus EEO representative.

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Persons believing they have been discriminated against are entitled to make an inquiry or file a complaint with U.S. Equal Employment Opportunity Commission, 1555 Poydras St. Suite 1900, New Orleans, Louisiana 70112; or U.S. Department of Education, Office of Civil Rights, 1200 Main Tower Building, Dallas, Texas 75202 or the Louisiana Commission on Human Rights, P.O. Box 94094, Baton Rouge, LA 70804.

### **Sexual Harassment**

It is the policy of LSUA to provide an environment that is free from sexual harassment. No employee or student (either male or female) should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. See PS 224 for the definition of sexual harassment, along with procedures for complaint resolution.

### **Benefits and Privileges**

The university permits all faculty members to attend courses offered within the university without charge and without registration. Such attendance, of course, must not interfere with the instructor's conduct of the course or the accommodation of those who pay fees to attend, and it does not earn the faculty member academic credit.

Faculty members who wish to attend courses without any formal record of the audit should (a) obtain the approval of the instructor of the course and (b) ascertain that there is no conflict in time between the proposed auditing and any assigned duties or expectations on the part of the university.

Faculty members who wish to audit a course officially should contact Enrollment Services for proper registration procedures and proceed as instructed.

Advanced standing examinations may not be scheduled in courses which have been audited, either formally or informally.

### **Tenure**

All procedures and principles are described in PS 202. Additional information can be found in the Bylaws of the LSU Board of Supervisors.

### **Grievance Procedure**

See the LSUA Faculty Senate Grievance Procedure included in Section V of this Handbook.

### **Termination**

See Article VIII, Sections 4 & 5, of the Bylaws & Regulations of the Board of Supervisors of the Louisiana State University and Agricultural and Mechanical College and PS 202.

Cause for dismissal is any conduct seriously prejudicial to the campus or the University System. Before consideration of dismissal for cause, a faculty member shall be entitled to have the charges stated in writing and to have a written description of the evidence supporting such

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charges with a list of witnesses and a brief summary of each witness' testimony, and to have a hearing, with counsel, before a special committee of the faculty appointed by the Chancellor. This committee will be charged to make a recommendation to the Chancellor with respect to dismissal of the faculty member. If the faculty member does not elect to have a hearing, the Chancellor may provide for a hearing before a special committee of the faculty prior to taking action. If the Chancellor recommends dismissal for cause, the faculty member may request that the President hear an appeal.

All appointments, whether with tenure or for a term, are made subject to continued need and availability of funds for the position. Any appointment may be terminated by the Board of Supervisors because of bona fide financial exigency or change in departmental programs. In such case, every reasonable effort will be made to find some appropriate alternate assignment for the individual within the university.

### **Pay Schedule**

Faculty members on academic-year appointments are paid approximately one month after the beginning of the fall semester, and on the same approximate date each month thereafter, unless they request that Human Resource Management divide their net pay over a 12-month period; in that event, they, like fiscal-year appointees, are paid on the last working day of each month.

Employees with access to e-mail will be required to establish a MyLSU account, through the LSU web page, to verify payroll information. Employees without access to e-mail will receive a check stub, which will be sent to your residence on the appropriate payday.

Upon request, Human Resource Management will arrange to deduct (in addition to regular insurance, retirement, and tax deductions) tax-sheltered annuity payments, United Way donations, and Credit Union payments.

### **Summer Appointments**

Because of reduced enrollments during the summer term, the university cannot make supplementary summer appointments to all faculty members. Such appointments are worked out on an individual basis through the various rotational systems as approved by the department chair and the Provost and Vice Chancellor for Academic and Student Affairs. All summer teaching appointments are contingent upon the class enrollment being of sufficient size to offer the course(s).

### **Outside Employment**

The university encourages faculty members to participate in professional activities in ways which will enhance their reputations and reflect favorably upon the university. Faculty members may not engage in any activities, paid or unpaid, which conflict significantly with the interests of the university. Each faculty member is required to report regularly to the department chair any substantial commitment of time to extramural professional and business activities, either current or anticipated, as provided by PM-11.

Proposals for personal contracts with other state agencies must have written approval of the President.

### **Travel Expense Accounts**

Approval must be secured on a "Request for Travel" form for any travel to be made at university expense.

Expense accounts are subject to various limitations which should be understood in advance by the faculty member who contemplates travel at university expense. The university will not reimburse above prescribed limits for lodging, meals, and certain other costs. No reimbursement for entertainment is permitted. Receipts must be submitted for reimbursement for all items except those listed in PM-13.

All university travel reimbursement regulations are outlined in detail in PM-13, subject to periodic revision.

Travel expense voucher forms should be completed and submitted immediately upon completion of travel. PM-13 explains the procedure for submission and reimbursement of travel expenses.

Under circumstances set forth in PM 13, an advance may be obtained by university employees when university reimbursed travel is planned. All travel advances must be processed through LSU. The procedure for obtaining a travel advance through LSU is available in the Office of Finance and Administrative Services. If an advance is not settled when due, the entire amount of the advance can be deducted from the employee's pay check.

### **Political Activities**

A full-time employee of the university shall not accept any appointive political office nor seek or hold any elective remunerative political office without the consent of the President of the LSU System. (Section 2-12 Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College).

Employees may not solicit political contributions during regular office hours nor may they use university equipment, material, or office space to solicit political contributions. Employees may exercise the rights of individual citizens to attempt to influence legislation or public policy, but they may not utilize State resources to do so and they must make it clear that they speak as private individuals and not as university representatives.

### **Commencement**

Each full-time member of the faculty is expected to participate in commencement exercises wearing appropriate academic regalia, unless he/she is informed otherwise or is excused by the Provost and Vice Chancellor for Academic and Student Affairs. See PS 246.

**Personal Property**

The university does not insure privately owned property even though it is in university-owned buildings or housing.

**Leave Regulations**

Academic employees shall not absent themselves from their duties without proper authorization.

Specific forms for each type of leave (in some instances LSU System forms or LSUA departmental/college forms) may be obtained from the respective department or from Human Resource Management as well as online at <http://hrm.lsua.edu/stock/d/leave.pdf>

**Holidays**

Faculty on academic-year (nine-month) appointments are accorded holidays as listed in the LSUA Catalog and in the LSUA Class Schedule issued each semester. Holidays for faculty members on fiscal-year (12-month) appointments are authorized by PM-5, which is reissued annually and usually provides 14 holidays. An employee does not receive holiday payment for a holiday which intervenes while he or she is in leave-without-pay status.

**Parking Permit**

All motor vehicles used on campus must be registered immediately in Auxiliary Services, Room 201 of the Student Center. Parking spaces for administration, faculty, and staff are designated and are located across campus.

**Admission to Classes**

All persons attending a class, except faculty members, are expected to be registered students of the university. Errors in registration must be reported promptly to the student's departmental office.

**Student Class Attendance Information**

See PS 206.

**Student Conduct**

See PS 228.

**Final Examinations**

Final examinations are required and must be administered at the end of each semester or summer term in accordance with the dates published in the Final Examination Schedule issued by Enrollment Services. Any exception to this requirement must be approved by the Provost and Vice Chancellor for Academic and Student Affairs.

A student requesting a change in an exam time (within the established exam period) must present his or her request in writing to the instructor of the course, secure the instructor's written approval, and secure the written approval of the instructor's department chair.

A student who, because of illness or other valid reason, is absent from any final examination may take a special examination only with authorization of the instructor's department chair with the concurrence of the instructor involved. This special exam must be completed and graded prior to the deadline for turning in semester grades.

### **Grading System and Policy**

Faculty members should familiarize themselves with all university grading policies as published in the LSUA Catalog, as well as with any adopted departmental policies on grading. See PS 218.

### **Use of LSUA Facilities and Premises**

See PS 204.

### **Library**

The first floor of Bolton Library provides desktop computers, student laptops, a networked printer, a photocopier, an "add-value station" for OaKards, a microfilm reader printer, DVD/VHS players, study areas, and a student lounge area. Course reserves, closed journals stacks, the Center for Teaching Excellence, and the Writing Center are located on the first floor. The library circulates CTE laptops and iPads to faculty and staff. University Archives and Central Louisiana Collections as well as quiet study areas are located on the second floor.

Resources include e-books, e-journals, subscription databases, print books, current print journal subscriptions, print journal titles backfiles, and microforms. Library subject bibliographers collaborate with classroom faculty to develop the library collection.

An OaKard is required to check out course reserves and other materials. E-resources are available to all users from networked computers on campus. Remote access to e-resources is available to LSUA faculty, staff, and student via OaKard authentication through the library webpage at <http://www.lsua.edu/library>. Users who go directly to an e-resource URL may not be able to authenticate. The library catalog is publicly available on the library webpage.

LSUA faculty and staff can request interlibrary loans for course-related or professional materials at <https://louis.hosts.atlas-sys.com/illiad/LAZ/logon.html>. Students are required to consult a librarian before requesting interlibrary loans. Faculty, staff, and students with a LALINC card (available at the circulation desk) can borrow books directly from many of Louisiana's academic libraries, including Louisiana College in Pineville.

Library instruction is available by contacting the Reference Librarian at 318.473.6442. A library tutorial is posted on the library webpage.

Library Services includes the University Archives and Special Collections which collect university records and preserves primary sources that document Central Louisiana history. The library also houses a permanent art collection that features works of regional artists.

### **Motor Pool Vehicles**

The university maintains a motor pool of vehicles which may be checked out at Facility Services (318.473.6475).

Vehicles are to be used only for university business and are to be operated only by university personnel in pay status. No unauthorized persons--including families or hitchhikers--may use or ride in university vehicles.

Authorization requires completion of "Authorization and Driving History Form", a travel authorization form, and driver's safety course.

Except as noted in PM-13, all vehicles must be parked on university property when not in use. See PS 258.

### **Scheduling University Activities**

All official university activities, meetings, conferences, exhibits, concerts, etc., should be scheduled through the Events Calendar in Auxiliary Services, Room 201 of the Student Center (318.473.6579). In order to ensure that there is not a conflict with other university events, please contact the Chancellor's Office, Academic Affairs and Institutional Advancement prior to scheduling. For regular University meetings contact Auxiliary Services for room reservations.

### **Selling, Soliciting, or Advertising on Campus**

See PS 226.

## **Section IV**

# **Insurance and Benefits**



## **INSURANCE AND BENEFITS**

Frequent changes are made in personnel benefits. Contact Human Resource Management (HRM) at 318.473.6401 for the current provisions, as well as for more detailed information about coverage. Additional information is available on the benefits section of the LSUA HRM Web page at <http://hrm.lsua.edu/Employment/Benefit.aspx>

## **Section V**

# **Constitution and Bylaws of the LSUA Faculty Council, Faculty Senate, and Committees**

## **FACULTY SENATE**

The Faculty Senate is comprised of eleven members with one member elected from each of the following colleges, departments, and the Library.

### **College of Arts and Sciences**

- Member at Large
- Arts, English, and Humanities
- Behavioral and Social Sciences
- Biological Sciences
- Mathematics and Physical Sciences

### **College of Professional Studies**

- Member at Large
- Allied Health
- Business Administration
- Education
- Nursing

### **Library Services**

## **LSUA FACULTY SENATE COMMITTEES**

ADMISSIONS AND STANDARDS

IMPROVEMENT OF INSTRUCTION

FACULTY PERSONNEL POLICIES

COURSES AND CURRICULA

REVIEW AND LONG RANGE  
PLANNING

PUBLIC RELATIONS

**CONSTITUTION  
OF THE LSU AT ALEXANDRIA  
FACULTY COUNCIL AND FACULTY SENATE**

**ARTICLE I: DEFINITIONS**

Section 1: The following definitions shall apply in this Constitution, unless otherwise indicated:

*Academic College* shall mean a college of the university comprised of academic departments which has as its primary purpose the provision of classroom instruction of full-time and part-time students.

*Academic Department* shall mean a department within one of the university's colleges which has as its primary purpose the classroom instruction of full-time and part-time students.

*Administrator* shall mean any university employee who is a director (staff or support position), department chair, dean, vice chancellor, chancellor or any employee with half or greater primary responsibilities and duties to the university involving administrative matters and not involving teaching in the classroom.

*By-Laws* shall mean the By-Laws of the Faculty Council and Senate duly adopted and in force at the time.

*President* shall mean the President of the Senate.

*Regulations* shall mean the By-Laws and Regulations of the Board of Supervisors for Louisiana State University and Agricultural and Mechanical College.

*Senate* shall mean Faculty Senate.

*System President* shall mean the President of the Louisiana State University System.

*University* shall mean Louisiana State University at Alexandria (a.k.a. LSU Alexandria or LSUA).

**ARTICLE II: NATURE AND FUNCTIONS OF THE FACULTY COUNCIL**

Section 1: The Faculty Council shall consist of all full-time members of the faculty with the academic rank of Instructor or above and all administrators with academic rank of Instructor or above.

Section 2: The Faculty Council shall determine the educational policy of the university, including, but not limited to, establishing curricula, setting standards of instruction, determining requirements for degrees, and determining general education policy.

Section 3: The Faculty Council may enter a vote of "No Confidence" in regard to any administrator, policy or decision, utilizing a process set forth in the By-Laws.

Section 4: The Faculty Council may perform any other function not specifically prohibited by the Regulations.

Section 5: The Faculty Council shall meet at least once each academic year. The Faculty Council may hold other meetings as deemed necessary. Regular and special meetings of the Faculty Council shall be conducted pursuant to the provisions of the By-Laws. Voting shall be conducted pursuant to the provisions of the By-Laws.

Section 6: Not less than 50 percent of the membership of the Faculty Council shall constitute a quorum provided the Faculty Council may, in the By-Laws, establish a higher percentage of membership for a quorum.

**ARTICLE III: NATURE AND FUNCTIONS OF THE FACULTY SENATE**

Section 1: The Faculty Senate shall consist of members of the Faculty Council duly elected in accordance with the provisions of this Constitution.

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Section 2: The Senate, as the elected appropriate standing committee of the LSUA Faculty Council, shall have as its function the implementation of the duties of the Faculty Council and representation of the Faculty Council at any and all times when the Council is not in session. The actions of the Senate will be effective immediately subject to repeal or suspension by its parent body, the Faculty Council, or as prescribed by the Regulations. Duties of the Senate shall be exercised in a manner consistent with the policies of the Faculty Council.

Section 3: The Senate shall consider any matter within its jurisdiction on its own initiative or which is brought to its attention by resolution of the Faculty Council; it may consider any matter within its jurisdiction at the request of the University or of any member or of any member or members of the Faculty Council.

Section 4: The Senate shall maintain liaison with all other segments of the University community and with other interested groups and individuals.

Section 5: The Senate shall periodically report its formal actions to the Faculty Council and report to the System President as provided by the Regulations.

Section 6: Any appropriate subject under consideration by the Senate may, at the Senate's discretion, be referred directly to the Faculty Council, prior to or in lieu of formal action.

Section 7: The Senate shall constitute the election committee for any and all voting of the Faculty Council.

#### **ARTICLE IV: MEMBERSHIP**

Section 1: Members and alternate members of the Senate shall be elected by their respective academic departments or colleges allocated in the following way:

- 1 member and one alternate member from each academic department;
- 1 member and one alternate member elected at-large from each academic college;
- 1 member and one alternate member from the Library

Section 2: The Senate shall consist of no fewer than eleven members. If the allocation system by academic departments and colleges does not meet this minimum, the Faculty Council shall elect at-large members for one-year terms to satisfy the requirement of this section. Any dispute arising from such allocation shall be finally determined by a majority vote of the Faculty Council.

Section 3: All members of the Faculty Council shall be eligible for election to the Senate, with the exception of administrators (see Article I, Section 1). Eligibility shall be determined as of the date of election, and questions of eligibility shall be determined by majority vote of the Senate. In the event that any member of the Senate shall terminate membership in the Faculty Council or shall become an administrator, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this Constitution to fill the vacancy. The Senate may, by by-law or resolution, create reasonable conditions for continued membership in the Senate not inconsistent with the provisions of this Constitution.

Section 4: The terms of office of members of the Senate shall be three years. Members elected to fill unexpired terms shall serve until the expiration of that term. Terms of office for newly elected members shall begin on the first regular class day of the fall semester. Expiration of terms of office for sitting Senators shall be the first regular class day of the respective fall semester.

Section 5: No member of the Senate shall be elected for more than two consecutive full terms.

Section 6: Half of the faculty members eligible to vote in election of Senate members of a Department or College may by written petition request the Senate conduct a recall election in

regard to the respective department or college representative, in a manner provided in the By-Laws. It shall take a two-thirds vote of the said eligible faculty members to recall a Senate representative.

#### **ARTICLE V: ELECTION OF MEMBERS**

Section 1: The Senate shall designate a person or persons who will administer the procedures for nomination and election of members of the Senate. All disputes arising out of the nomination or election of members shall be determined by majority vote of the Senate.

Section 2: The election of members of the Senate shall be conducted during the month of March in each year, with approximately one-third of the membership to be elected in each year. The Senate shall determine and publish the method of nomination and election of its members, provided, however, that each voting member of the Faculty Council shall at all times be entitled to nominate and to vote for each Senate seat allocated to that member's academic department and college.

Section 3: The names of all persons elected to the Senate, together with their academic affiliation, shall be published in the Catalog and in all appropriate handbooks and official publications of the University.

Section 4: Administrators shall not be eligible to vote in elections involving the membership of the Senate.

#### **ARTICLE VI: OFFICERS**

Section 1: The Senate shall elect from its membership a president, vice president, and a secretary. Officers of the Senate shall serve for a term of one year, beginning on the first day of class in the fall semester. The Senate shall enact procedures for the nomination and election of its officers.

Section 2: The Senate may create such additional offices as may be deemed necessary or desirable.

Section 3: After the election of Senate representatives in March, the Senate for the following year shall meet in March for the sole purpose of electing its officers.

#### **ARTICLE VII: MEETINGS**

Section 1: The Senate shall hold at least nine meetings during the period from August through May.

Section 2: Special meetings of the Senate may be called at any time during the entire calendar year by the President and shall be called by the President at the written request of the constitutionally-required quorum of the Senate.

Section 3: A majority of the authorized membership of the Senate shall constitute a quorum for the transaction of business of the Senate.

Section 4: The secretary of the Senate shall record detailed minutes of the proceedings at all meetings. The minutes of meetings of the Senate shall be available for inspection upon the request of any member of the Faculty Council.

Section 5: The General Operating Principles for LSUA Committees shall apply, where appropriate, to the Senate. Robert's Rules of Order will apply unless specifically provided otherwise in the Constitution or By-Laws.

#### **ARTICLE VIII: COMMITTEES**

Section 1: The Senate shall have such standing and special committees as may from time to time be created by its action.

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Section 2: All such committees shall submit reports to the Senate. The Senate in turn shall report to the Faculty Council, the Chancellor, and any other appropriate persons.

Section 3: Any member of the university community, including faculty, administration, staff, and students, is eligible for appointment by the Senate or Council to any committee of the Senate.

Section 4: Determination of vacancy on any standing or special committee shall be made by the Senate, which in turn will notify the Committee on Committees of such vacancy for its appropriate action.

## **ARTICLE IX: AMENDMENTS**

Section 1: Amendments to this Constitution may be proposed either by the Senate or by written petition of one third of the entire membership of the Faculty Council with a 30-day period between proposal of an amendment and the final vote upon the proposed amendment. The Senate shall enact procedures for the petitioning process.

Section 2: Amendments to this Constitution shall become effective upon adoption by a two-thirds vote of the entire membership of the Faculty Council.

## **ARTICLE X: EFFECTIVE DATE**

This Constitution shall become effective the first day of class of the fall semester after its adoption by the Faculty Council, except that the provisions of Article XI TRANSITIONAL PROVISIONS shall become effective immediately.

## **ARTICLE XI: TRANSITIONAL PROVISIONS**

Section 1: All duly elected members of the present Faculty Senate shall automatically become members of the Senate for the remainder of their respective unexpired terms. Seats in the Senate are allocated as follows:

<i>College</i>	<i>Department</i>	<i>Expiration Date</i>
Arts & Sciences	Behavioral and Social Sciences	August 2004
	Arts, English and Humanities	August 2005
	Mathematics and Physical Sciences	August 2004
	Biological Sciences	August 2006
	At-Large	August 2006
Professional Studies	Business Administration	August 2005
	Nursing	August 2004
	Education	August 2006
	Allied Health	August 2006
	At-Large	August 2004
Library		August 2005

Upon the expiration of these terms of office, the representation shall be determined according to the schedule in Article IV.

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Section 2: Immediately upon adoption of this Constitution, the Senate shall constitute a transition committee with full power and authority to hear and act on all matters relating to the implementation of the Constitution and By-Laws.

Section 3: Upon adoption of this Constitution, the faculty of the departments and colleges having an open Senate seat shall meet to vote for their respective Senate representative to take office on the first day of class in the Fall Semester 2003.

Section 4: After the election of the Senate members as provided in Article XI, Section 3, the Senate for the Fall Semester 2003 shall meet for the purpose of electing its officers.



**BY-LAWS OF THE LSUA FACULTY COUNCIL,  
FACULTY SENATE AND COMMITTEES THEREOF**

**ARTICLE I -- NATURE AND FUNCTIONS OF THE FACULTY COUNCIL**

**1. Duties**

According to the Regulations of the LSU Board of Supervisors, the faculty or Faculty Council, "shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to the authority of the Board. Unless otherwise provided, faculty at each individual campus shall establish its own educational policies. The Faculty "shall, within the framework of the educational policy of the System, have legislative power over all matters pertaining to its own meetings and may delegate its own authority to an elected Senate and/or to standing committees, whose authority shall be limited to matters which are proper to the faculty and which have been specifically delegated by the faculty. The Faculty "shall make recommendations for the granting of degrees through its respective colleges or schools not within a college."

**2. Membership**

According to the Regulations of the LSU Board of Supervisors, "Full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks) shall constitute the faculty of the campus on which they are appointed. The faculty may organize itself into a Faculty Council which shall include all full-time members of the faculty and members of the Administrative Council. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks) may be enfranchised to the degree deemed appropriate by the faculties of the several campuses. Members of the Administrative Council<sup>1</sup> not holding the academic rank shall be non-voting members of the Faculty Council."

**3. Meetings**

According to the Regulations of the LSU Board of Supervisors, "The faculty or Faculty Council shall meet at least once each academic year at the call of the President as chairman or of the chief administrative officer of the campus as vice-chairman, or upon the written request of 50 members, or 20 percent of the membership, whichever is the smaller number. At least five days' notice of meeting shall be given. It shall be the prerogative of the President to preside; otherwise, the administrative head of the campus shall preside."

- a. At Faculty Council meetings, ROBERT'S RULES OF ORDER, latest revised edition, will be used when not in conflict with any of the provisions of these By-

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<sup>1</sup> The Planning Council functions as the Administrative Council on the campus of LSU Alexandria. The Chancellor annually determines the membership of this committee.

Laws. The Parliamentarian of the Senate shall be the Parliamentarian of the Council.

- b. All voting will be by written ballot. There shall be no proxy vote.
- c. The Faculty Senate will serve as an Elections Committee for all Faculty Council voting.
- d. Voting Process for Elective Positions

After the nominations are closed for any elective position, each member of the Faculty Council should vote by ballot for the number of positions to be filled in that election choosing from names on the slate of nominees. After the votes are counted, those nominees receiving a majority (a simple majority of those Faculty Council members present and voting) have been elected.

If fewer than the required number have received a majority, the voting is repeated once to fill the positions open. To determine the slate of nominees for a second ballot, the number of positions still open is doubled; and the list of nominees is reduced to that number according to plurality of votes received on the first ballot.

For example, if one position remains to be filled after the first ballot, of the remaining nominees the two with the most votes comprise the new slate to be voted on, the rest being dropped off. If two positions remain after the first ballot, of the remaining nominees the four with the most votes comprise the slate for the second ballot. If no nominee receives a majority on the first ballot the slate is reduced to double the number of positions to be filled in the same manner.

Winners on the second ballot are decided by plurality. The second ballot is final. (The only exception to the second ballot being final is that a runoff may be necessary if the voting for the final position to be filled results in a tie vote.)

Ballots containing fewer than the required number of names shall not be counted.

- e. A quorum shall be two-thirds of the membership of the Faculty Council.
  - (1) The agenda of meetings of the Faculty Council shall include notice of the time and place of the meetings and shall be circulated to all members of the Council in advance of meetings.
  - (2) At any meeting of the Faculty Council, the Council may, by vote of a majority of the entire membership of the Faculty Council, review, modify, overrule, or otherwise revise the agenda for that meeting.
- f. Order of Business--The Faculty Council shall establish and regulate its own order of business to include but not to be exclusive of
  - (1) Determination of quorum

- (2) Approval or revision of minutes
  - (3) Chairman's report
  - (4) The Faculty Senate report
  - (5) Agenda business items
  - (6) Introduction of new business
- g. Authority
- (1) The Faculty Council has plenary power over all matters falling within its legal jurisdiction.
  - (2) Suspension of committee actions:
    - (a) Any decision of the Faculty Senate or a committee of the Faculty Council may be vetoed by a simple majority vote of the entire membership.
    - (b) According to the Regulations of the Board of Supervisors, "Any action . . . which in the judgment of the chief administrative officer of the campus, or of the President, is administrative or which seriously affects the interests of another faculty of the LSU System or of the System itself, may be suspended by the President and such action shall be reported to the Board at its next meeting."
  - (3) Decisions of the Faculty Council are immediately effective and shall be submitted to the chief administrative officer for implementation.
  - (4) The elected faculty representatives to the Planning Council and to the LSU Board of Supervisors shall make periodic reports to the Faculty Council.

## ARTICLE II -- NATURE AND FUNCTIONS OF THE FACULTY SENATE

1. Meetings:
  - a. The President and/or the Senate, by majority vote, is authorized to invite guests to speak or to testify about matters that the Senate is considering.
  - b. Meetings of the Senate are open to the public. Members of the Faculty Council are eligible to speak at Senate meetings. Invited guests will be eligible to speak at Faculty Senate meetings.
  - c. The Senate reserves the right, upon two-thirds vote, to go into closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.

- d. Notice shall be given to all members of the Faculty Council in advance of any regular Senate meeting. The agenda of Senate meetings shall be posted in accordance with the General Operating Principles for LSUA Committees as set forth in Article III, Number 8, of these By-Laws.
  - e. Notice shall be given to all members of the Senate in advance of any special meeting. A receipt upon the delivery of notice shall be requested for each member of the Senate. The agenda of special meetings shall be posted in accordance with the General Operating Principles for LSUA Committees as set forth in Article III, Number 8, of these By-Laws.
2. Agenda
- a. The agenda of meetings of the Faculty Senate shall include notice of the time and place of the meetings and shall be circulated to all members of the Senate in advance of meetings.
  - b. By a majority vote of those present and voting, the Senate can change the order of the agenda or consider other business.
3. Order of Business--The Faculty Senate shall establish and regulate its own order of business to include but not to be exclusive of
- a. Determination of quorum
  - b. Approval or revision of minutes
  - c. Report of President
  - d. Reports of Committees
  - e. Agenda business items
  - f. Introduction of new business
4. Minutes--Reports of Committees
- a. The minutes of each standing committee meeting will be prepared by the committee secretary, approved by the committee members, and submitted to Senate President.
  - b. After receipt of approved minutes by the Faculty Senate, the Senate will vote whether or not to implement any actions recommended by the committee. In accordance with the General Operating Principles for LSUA Committees (Article III, Number 8), the recommendations will then be given to the administration for implementation.

- c. Each standing committee will, within two weeks following its meeting, submit approved minutes and any requisite documentation including reports of all formal actions to the Faculty Senate. Approved minutes and reports of special assignments will be submitted by standing committees when the assignment is completed.
  - d. Special committees will submit approved minutes and reports when the committee's assignment is finished.
5. Officers
- a. President: The President shall be the presiding officer at meetings of the Faculty Senate. The President shall have the primary responsibility for preparing the agenda for each meeting and shall see that notices of meetings and agenda and minutes of the previous meetings are properly circulated. As a representative from his academic division, the President has the right to vote on any and all issues.
  - b. Vice President: The Vice President shall act in the place of the President in the President's absence. The Vice President of the LSUA Faculty Senate shall be charged with the following responsibilities:
    - (1) to consider annually each standing committee's justification of its continuance and to make recommendations to the Senate.
    - (2) to receive from the Senate the list of departmentally elected faculty who will serve as the elected representatives to various standing committees.
    - (3) to review this list of departmentally elected faculty to insure that it is consistent with Article III, Section 1 of the Senate By-Laws.
    - (4) to contact standing committees at the beginning of the fall semester in order to remind them that they need to meet, determine an appropriate meeting time for other times during the year, elect officers, and review charges.
    - (5) to make recommendations to the Senate about the performance of the Senate's standing committees by no later than March.
  - c. Parliamentarian: The parliamentarian who advises the Senate on points of order in accordance with ROBERT'S RULES OF ORDER, latest revised edition, except where these rules have been superseded by the Constitution or By-Laws of this Senate.
  - d. Secretary: The Secretary shall prepare, edit, and distribute the minutes. Once approved, the secretary shall distribute the minutes to the Faculty Council. Administration may provide secretarial support to record the minutes during meetings of the Senate.

6. Representation by Alternates

- a. Senators shall notify the President that the department's or college's elected alternate will represent the Senator at a Senate meeting. Such a representative must be eligible (in compliance with restrictions set forth in Article IV the Constitution) for election to the Senate and shall be the elected alternate from that academic department or college.
- b. Alternate representatives shall be announced by the President at the meeting. The alternate shall be seated automatically in the absence of the senator.

7. Election of Officers

- a. After the election of Senate representatives in March for the following year, the newly elected Senate shall meet in March for the sole purpose of electing officers.
- b. Nominations for officers shall be made verbally on the floor of the Senate by members of the Senate.
- c. Elections shall be held by written ballot. If no one receives a majority vote on the first ballot, then there will be a second balloting between the two persons receiving the largest number of votes.
- d. In the event of a tie vote in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting then the tie shall be broken by the casting of lots.

8. Election of Members to the Senate

- a. Elections of members and alternates to the Senate will be carried out in accord with Articles IV and V of the Constitution of the Faculty Senate.
- b. An Elections Committee shall be appointed by the Faculty Senate and shall be responsible for keeping records of such elections on file for future reference.
- c. The Elections Committee appointed by the Senate may delegate responsibility for conducting elections to other faculty members from the academic department or college in which the election is to be held. However, in the event of an emergency, a dispute, or a conflict of interest, the Elections Committee is empowered to conduct the election.
- d. Each eligible faculty member may vote for as many nominees as there are positions to be filled.
- e. The Voting Process as outlined in Article I, Section 3 of these By-Laws shall be used to fill any elective positions.

9. Recall of Senators

- a. If a department or college wishes to remove a Senator it may do so by the following procedure. One half of the faculty members eligible to vote in the election of Senate members of a department or college may, by written petition, request the Senate to conduct a recall election of the respective department or college representative.
- b. The Senate shall serve as the election committee for the affected department or college. All voting will be by ballot.
- c. It shall take a two thirds vote of the affected eligible faculty members to recall a Senate representative.

10. LSUA Faculty Grievance Function

a. POLICY

- (1) If any member of the Faculty Council feels that there is a cause for grievance in any matter other than dismissal proceedings – such as matters of salary, promotion, tenure, or any other allegations of unfair treatment – the faculty member may petition the LSUA Faculty Senate. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any facts or other data which the petitioner deems pertinent to the case. The LSUA Faculty Senate shall be designated as the Grievance Committee.
- (2) The Faculty Senate President shall be Chair of the Faculty Grievance Committee. The Vice President shall serve as Chair of the Faculty Grievance Committee if the President is disqualified from serving as Chair. Any Faculty Senator personally involved in the grievance shall not participate in any discussions or votes regarding the grievance or serve on the Faculty Grievance Committee for that particular grievance. Any Faculty Senators who have a conflict of interest with regard to a particular grievance may disqualify themselves from serving on the Faculty Grievance Committee for that particular grievance. If a Faculty Senator is disqualified from serving on the Faculty Grievance Committee as set forth herein, then the duly elected alternate representative, as set forth in the Constitution, shall serve on the Faculty Grievance Committee.
- (3) All meetings of the Grievance Committee shall be held in Executive session. The Grievance Committee will decide whether or not an investigation is appropriate. Submission of the petition will not automatically result in investigation or detailed consideration. The Faculty Grievance Committee may seek to bring about a settlement satisfactory to the parties.

- (4) If, in the opinion of the Faculty Grievance Committee, such a settlement is not possible or is not appropriate, the Grievance Committee will report its findings and recommendations to the petitioner, to the appropriate administrative officer, or other appropriate persons. When not inconsistent with legal statutes or University System regulations, the Faculty Grievance Committee may report only its recommendation to the Faculty Council.

b. LSUA FACULTY SENATE GRIEVANCE FUNCTION CHARGES

- (1) To decide whether or not to investigate a grievance petition;
- (2) To conduct an investigation when it appears to be warranted.
- (3) To seek to bring about a settlement if this appears to be possible;
- (4) To report its findings and recommendation if the case is found to have merit and a settlement cannot be effected. Copies of these findings will be sent to all parties involved in the investigation. In a case which requires administrative action, copies will be sent to the LSUA administration. If an initial review indicates that the grievance complaint is not justified, the Grievance Committee will inform the petitioner that the grievance has gone no further than the Grievance Committee itself. Where the case has gone beyond the Grievance Committee, the findings of the Grievance Committee will be communicated to the petitioner, to all levels of administration who have been involved in the case, and to other directly affected persons; and
- (5) To maintain the rights of individuals and the rights of academic due process.

c. OPERATING PROCEDURES FOR FACULTY GRIEVANCE COMMITTEE

- (1) A quorum of the Senate shall constitute a quorum of the Grievance Committee.
- (2) All voting on substantive issues shall be done by written ballot.
- (3) Summary minutes shall be taken and distributed solely to the members of the Grievance Committee for their exclusive use and kept confidential. Minutes shall be accepted by majority vote.
- (4) Senate alternate representatives shall not be seated in the event of the absence of a member of the Grievance Committee, except as provided in Section a. above.
- (5) Meetings shall be fully taped. The sole tape shall be retained by the secretary for a period to be specified by the Committee. Replaying of the



tapes for other than preparation of minutes shall be requested in advance of the secretary and played only in the presence of the Grievance Committee.

- (6) Privacy rights of petitioners, the accused, witnesses and members of the Grievance Committee shall be respected to the full limitation of both legal and ethical parameters.
- (7) In voting on any substantive issue before the Grievance Committee, there shall be at least three representatives from each college, whether an at-large or department representative, present.
- (8) Grievance Committee shall only function under its policy in executive session. All discussions and deliberations shall be confined to official meeting times.
- (9) Any additional procedures which may be added for this committee shall be decided by majority vote of those present.
- (10) The final determination of the Faculty Grievance Committee shall be by majority vote of the members of the Faculty Grievance Committee for that particular grievance.

d. Authority

The Faculty Senate has plenary power over all matters falling within its legal jurisdiction as the representative body of the Faculty Council.

### ARTICLE III -- NATURE AND FUNCTIONS OF FACULTY COMMITTEES

1. There will be standing and special committees

- a. Terms of faculty members of standing committees will be three years except for Committee on Committees. Approximately one-third of the members of each committee will be elected by individual departments and colleges each year. In order to facilitate the one-third rotational system, periodic examination of the rotational system will be made by the Committee on Committees. Any dispute or difficulty arising out of the one-third rotational system will be decided by a majority vote of the Senate. Only for a compelling reason can a faculty member serve more than two consecutive terms on a standing committee.
- b. Individual departments and colleges shall nominate and elect committee members when it is time for those individual departments and colleges to replace a member who has been serving on a standing committee.
- c. By the first day of class in the fall semester, individual departments and colleges shall report election results to the Vice President of the Senate who will then tabulate, confirm, and report those results to the Faculty Council.

- d. Terms of members of special committees will end when the committee's work is completed.
2. The Senate will delegate specified powers to its standing committees. These delegations will appear in the list of committees given below.
3. Standing committees will report their findings and recommendations to the President. The President will report such findings and recommendations to the Senate and to the Administration.
4. The Senate will receive standing committee minutes, but the Senate reserves the right to review and reject any standing committee action by a simple majority vote of the entire Senate. However, before the Senate rejects any action, the standing committee shall be provided an opportunity to present and defend its recommendations to the Senate before final action is taken by the Senate.
5. The President shall nominate and the Senate confirm members to special committees.
6. Special committees shall report to the Senate.
7. The number of committee members, the charges of each committee, and the constituency of each standing committee shall be decided by resolution of the Senate.
8. The General Operating Principles of all faculty standing and special committees shall be as follows:
  - a. Each standing committee shall, by March 1st each year, report the justification for that committee's continuance to the Committee on Committees which will then report its findings to the Senate.
  - b. Systematic rotation of membership shall be made to facilitate greater involvement and a wider range of committee experience.
  - c. Wherever appropriate, an agenda shall be published five days in advance of meetings; further, means and places of notification shall be established.
  - d. Each committee shall meet in person a minimum of once each semester.
  - e. Committee meetings shall be in open session when not inconsistent with legal statutes or University System regulations.
  - f. Committee operations shall be continuous between times of annual approval by the Faculty Council.
  - g. At the first meeting of a committee, a chair shall be elected from and by the membership of the committee.

- h. All Senate committees shall submit minutes to the Senate which must in turn report to the Faculty Council, to the Chancellor for implementation, and to any other appropriate person. Minutes of all meetings shall be public, and, when not inconsistent with legal statutes or University System regulations, a copy will be placed on the LSUA Faculty Senate web-page where it will be available to all interested persons.

Committee minutes shall include the number of aye votes, number of nay votes, and the number of abstentions on any issue requiring committee action.

- i. Suspension of Committee actions:
  - (1) Any decision made by a Senate committee may be vetoed by a majority vote of the entire membership of the Faculty Council or
  - (2) "Any action of a faculty or faculty council which in the judgment of the chief administrative officer of the campus, or of the President, is administrative or which seriously affects the interests of another faculty of the LSU System or of the System itself, may be suspended by the President and such action shall be reported to the Board at its next meeting" according to the Regulations of the LSU Board of Supervisors.
- j. Ex-officio members of committees shall be non-voting members of the committee and are not eligible to serve as committee officers.
- k. Committees, at the discretion of the chair, may use alternative means of conducting business, such as virtual meetings, telephone meetings, asynchronous meetings, provided that minutes are kept and reported to the Senate.

9. The list of Senate standing committees and their duties follow below:

a. **ADMISSIONS AND STANDARDS COMMITTEE**

Charges:

- (1) to recommend policies and standards concerning admission requirements of LSUA
- (2) to review the impact of administrative practices on classroom teaching and to make suggestions for change when those practices may have a negative impact on academic standards.

b. **COURSES AND CURRICULA COMMITTEE**

Charges:

- (1) to establish curricula through approval or disapproval of proposed additions, modifications, and deletions of courses, curricula, and degree

programs. Such proposals shall be submitted by the appropriate academic departments and colleges. All Courses and Curricula recommendations will be submitted to the Courses and Curricula Committee with the exceptions of those specified “General Education” credit courses and “Honors Program” courses shall be submitted for implementation through the Senate to the Vice Chancellor for Academic and Student Affairs.

- (2) to consult, when deemed appropriate, with academic departments which appear to be affected by proposed changes in courses and curricula. However, academic departments may appeal decisions made by the Committee and, if the appeal is supported by the appropriate department chair and dean, the matter shall be sent directly to the Senate for final determination and placed on the agenda of the Senate for the next regularly scheduled meeting of the Senate.
- (3) to conduct its own studies of courses and curricula; and to recommend to the Vice Chancellor for Academic Affairs changes that the Committee believes a specific department or special committees should consider.
- (4) to establish the feasibility of all additional offerings with the exception of “General Education” and “Honors Program” offerings.. In judging such feasibility, the Committee shall consider existing needs and potential subscription in terms of existing curricula and numbers of students; cost in terms of faculty, facilities, equipment, and materials; consistency with established or planned educational programs on campus and in the educational community in general; and consistency with the general educational policy of the University.
- (5) to approve or disapprove all noncredit courses that are to be offered under the auspices of LSUA and to review policies regarding service programs and the influence such programs have on the general educational policies of the University. This charge may be delegated by the Courses and Curricula Committee to a subcommittee from its membership.

c. FACULTY PERSONNEL POLICIES COMMITTEE

Charges:

- (1) to conduct continuing review of and to make recommendations regarding policies pertaining to conditions of employment, promotion, tenure, compensation, leaves, insurance, retirement, and all other matters concerning fringe benefits affecting the welfare of the faculty personnel and their dependents;
- (2) to confer with representatives of non-academic personnel who may be appointed to study problems affecting all LSUA personnel; and

- (3) to consider all other matters referred to the Committee by the Faculty Council, Senate, and/or the administration of Louisiana State University at Alexandria.

d. IMPROVEMENT OF INSTRUCTION COMMITTEE

Charges:

- (1) to initiate and promote policies for programs and procedures which are designed to encourage the improvement of instruction; and
- (2) to delegate to the faculties of the various academic departments these policies for their consideration of the applicability to their specific needs and the uses to which these policies will be put.
- (3) This may involve, but will not be limited to the following:
  - (a) To review current teaching methods and approaches to instruction and suggesting new methods and approaches when needed;
  - (b) To evaluate existing academic options and recommend new options;
  - (c) To facilitate the acquisition of instructional materials and equipment;
  - (d) To design means of evaluating instruction;
  - (e) To promote an environment conducive to faculty professional development; and
  - (f) To assess changing academic needs of students.
- (4) to recommend and/or promote policies and procedures to recruit and retain outstanding teachers; and
- (5) to consider any additional matters related to instruction referred to the committee by the Faculty Council or the Senate.

e. PUBLIC RELATIONS COMMITTEE

Charges:

- (1) to serve as an effective liaison between area businesses and civic/service organizations and the LSUA faculty; and
- (2) to publicize faculty accomplishments and excellence throughout Central Louisiana and other appropriate areas.

## f. REVIEW AND LONG-RANGE PLANNING COMMITTEE

## Charges:

- (1) to review policies, procedures, and expenditures of LSUA and the influence that those policies, procedures, and expenditures have on the general educational policies of LSUA; and then
- (2) to recommend long-range goals for LSUA, to recommend methods for achieving these goals, to rearrange priorities, and to make budgetary suggestions for arriving at new goals and priorities.
- (3) to present a faculty position on the definition and execution of the mission of LSUA without concerning itself with administrative detail or involvement in the regular operational activities of LSUA;
- (4) to take particular interest in developing and implementing interdisciplinary teaching and service programs;

(The committee will have no administrative function; its role will be one of advice, advocacy, and evaluation.)

## g. General Education Curricula Committee

## Charges:

- (1) to establish General Education curricula through approval or disapproval of proposed additions, modifications, and deletions of courses, curricula, and degree programs. Such proposals shall be submitted by the appropriate academic departments and colleges to the General Education Curricula Committee. All courses and curricula recommendations to be considered by the General Education Curricula Committee shall be submitted for approval through the Senate to the Vice Chancellor for Academic and Student Affairs.
- (2) to coordinate, when appropriate, with academic departments and administrative committees involved in proposed changes in General Education courses and curricula offerings. However, academic departments may appeal decisions made by the General Education Curricula Committee and, if the appeal is supported by the appropriate department chair, the matter shall be sent directly to the Senate for the next regularly scheduled meeting of the Senate.
- (3) to conduct its own studies of General Education learning objectives, mandated standards, courses and curricular offerings; and to recommend to the Senate and the Vice Chancellor for Academic and Student Affairs changes that the Committee believes a specific department or committee should consider.
- (4) to establish the feasibility of all General Education offerings. In judging such feasibility, the Committee shall consider existing needs and potential

subscription in terms of existing curricula and numbers of students; cost in terms of faculty, facilities, equipment, and materials; consistency with established or planned educational programs on campus and in the educational community in general; and consistency with the general educational policy of the University.

h. Honors Program Curricula Committee

Charges:

- (1) to establish Honors Program curricula through approval or disapproval of proposed additions, modifications, and deletions of courses, curricula, and degree programs. Such proposals shall be submitted by the appropriate academic departments and colleges to the Honors Program Curricula Committee. All courses and curricula recommendations to be considered by the Honors Program Curricula Committee shall be submitted for approval through the Senate to the Vice Chancellor for Academic and Student Affairs.
- (2) to coordinate, when appropriate, with academic departments and administrative committees involved in proposed changes in Honors Program courses and curricula offerings. However, academic departments may appeal decisions made by the Honors Program Curricula Committee and, if the appeal is supported by the appropriate department chair, the matter shall be sent directly to the Senate for the next regularly scheduled meeting of the Senate.
- (3) to conduct its own studies of Honors Program learning objectives, mandated standards, courses and curricular offerings; and to recommend to the Senate and the Vice Chancellor for Academic and Student Affairs changes that the Committee believes a specific department or committee should consider.
- (4) to establish the feasibility of all Honors Program offerings. In judging such feasibility, the Committee shall consider existing needs and potential subscription in terms of existing curricula and numbers of students; cost in terms of faculty, facilities, equipment, and materials; consistency with established or planned educational programs on campus and in the educational community in general; and consistency with the general educational policy of the University.

10. The aforementioned committees will be established according to the following membership and rotational stipulations:

- a. Committee members should be selected in a manner to provide as broad a representation of the faculty as is feasible, within the constraints of the number of persons assigned to a committee, and with due regard for the nature, responsibilities, and charge of each committee. All committees which may aid an

administrative function should invite counsel from or include ex-officio membership of the appropriate administrative office.

b. The number and composition of the committees follow:

- (1) Admission and Standards--one faculty member from each academic department; 1 student above the classification of freshman appointed for a one-year term; Registrar, ex-officio.
- (2) Courses and Curricula--one faculty member from each academic department with the Vice Chancellor for Academic Affairs being an ex-officio.
- (3) Faculty Personnel Policies Committee--one faculty member from each academic department and the elected representative to the LSU Retirement System Committee.
- (4) Improvement of Instruction--one faculty member from each academic department and 1 student above the classification of freshman for a one-year term; Vice Chancellor for Academic Affairs, ex-officio.
- (5) Public Relations Committee--one faculty member from each academic department; 1 student above the classification of freshman for a one-year term; Director of Institutional Advancement, ex-officio.
- (6) Review and Long-Range Planning Committee--one faculty member from each academic department; Vice Chancellor for Finance and Administrative Services, ex-officio; Senate President, ex-officio.
- (7) General Education Curricula Committee-- will consist of the President of the Faculty Senate, one faculty member from each academic department; Vice Chancellor for Academic and Student Affairs and the Chairperson of the General Education Assessment Committee will serve as ex-officio members.
- (8) Honors Program Curricula Committee—will consist of the President of the Faculty Senate, one faculty member from each academic department; The Vice Chancellor for Academic and Student Affairs and the Honors Program Director will serve as ex-officio members.

#### ARTICLE IV -- AMENDMENTS

1. Amendments to these By-laws may be proposed either by the Faculty Senate or by written petition of one third of the entire membership of the Faculty Council with a 30-day period between proposal of an amendment and the final vote upon the proposed amendment. The Senate shall enact procedures for the petitioning process.
2. Amendments to these By-laws shall become effective upon adoption by a two thirds vote of the entire membership of the Faculty Council.



**ARTICLE V -- EFFECTIVE DATE**

1. These By-laws shall become effective immediately upon their adoption by the Faculty Council.

**ARTICLE VI -- TRANSITIONAL PROVISIONS**

Upon these By-Laws being duly adopted and becoming effective the following committee structure shall be in effect during the transitional period.

**Admissions and Standards**

	<b>Next Rotation</b>
Business Administration	August 2013
Arts/English/Humanities	August 2012
Behavioral/Social Sciences	August 2013
Education	August 2014
Library Services	August 2014
Nursing	August 2012
Allied Health	August 2014
Biological Sciences	August 2014
Math/Physical Sciences	August 2012
Student	August 2013
Registrar	Ex-officio

**Courses and Curricula**

Business Administration	August 2012
Behavioral/Social Sciences	August 2014
Arts/English/Humanities	August 2013
Education	August 2014
Library Services	August 2012
Allied Health	August 2012
Nursing	August 2013
Biological Sciences	August 2014
Math/Physical Sciences	August 2013
Vice Chancellor for Academic Affairs	Ex-officio

**Faculty Personnel Policies**

Business Administration	August 2012
Arts/English/Humanities	August 2012
Education	August 2014
Behavioral/Social Sciences	August 2013
Library Services	August 2013
Allied Health	August 2014
Nursing	August 2012
Math/Physical Sciences	August 2014
Biological Sciences	August 2013
Elected representative to LSU Retirement System	Ex-officio

July 2014

**Improvement of Instruction**

Business Administration	August 2014
Behavioral/Social Sciences	August 2014
Arts/English/Humanities	August 2012
Library Services	August 2013
Education	August 2014
Allied Health	August 2012
Nursing	August 2013
Biological Sciences	August 2013
Math/Physical Sciences	August 2012
Student	August 2013
Vice Chancellor for Academic Affairs	Ex-officio

**Public Relations**

Business Administration	August 2012
Behavioral/Social Sciences	August 2012
Arts/English/Humanities	August 2014
Education	August 2013
Library Services	August 2014
Allied Health	August 2013
Nursing	August 2014
Math/Physical Sciences	August 2013
Biological Sciences	August 2012
Student	August 2013
Director of Institutional Advancement	ex-officio

**Review and Long Range Planning**

Business Administration	August 2013
Arts/English/Humanities	August 2013
Behavioral/Social Sciences	August 2012
Library Services	August 2012
Education	August 2014
Nursing	August 2014
Allied Health	August 2013
Biological Sciences	August 2012
Math/Physical Sciences	August 2014
Vice Chancellor for Finance and Administrative Services	ex-officio

**Library**

Business Administration	August 2014
Education	August 2012
Arts/English/Humanities	August 2013
Behavioral/Social Sciences	August 2012
Library Services	August 2013
Nursing	August 2012
Allied Health	August 2014
Math/Physical Sciences	August 2014
Biological Sciences	August 2013
July 2014	

Student	August 2013
Director of Library Services	ex-officio

**General Education Curricula Committee**

Business Administration	August 2014
Behavioral/Social Sciences	August 2014
Arts/English/Humanities	August 2012
Library Services	August 2013
Education	August 2014
Allied Health	August 2012
Nursing	August 2013
Biological Sciences	August 2013
Math/Physical Sciences	August 2012
Faculty Senate President	as Elected
Vice Chancellor for Academic and Student Affairs	ex-officio
Chairperson of the General Education Assessment Committee	ex-officio

**Honors Program Curricula Committee**

Business Administration	August 2012
Behavioral/Social Sciences	August 2012
Arts/English/Humanities	August 2013
Library Services	August 2014
Education	August 2012
Allied Health	August 2013

## FACULTY SENATE COMMITTEE ROTATION

### ADMISSION AND STANDARDS

AEH	09, 12, 15, 18
Allied Health	08, 11, 14, 17
Biology	08, 11, 14, 17
BSS	07, 10, 13, 16
Business:	07, 10, 13, 16
Education	08, 11, 14, 17
Library	08, 11, 14, 17
MAPS	09, 12, 15, 18
Nursing	09, 12, 15, 18
Student	
Ex Officio: Registrar	

### COURSES AND CURRICULA

AEH	07, 10, 13, 16
Allied Health	09, 12, 15, 18
Biology	08, 11, 14, 17
BSS	08, 11, 14, 17
Business	09, 12, 15, 18
Education	08, 11, 14, 17
Library	09, 12, 15, 18
MAPS	07, 10, 13, 16
Nursing	07, 10, 13, 16
Ex Officio: Vice Chancellor for Academic and Student Affairs	

### FACULTY PERSONNEL POLICIES

AEH	09, 12, 15, 18
Allied Health	08, 11, 14, 17
Biology	07, 10, 13, 16
BSS	07, 10, 13, 16
Business	09, 12, 15, 18
Education	08, 11, 14, 17
Library	07, 10, 13, 16
MAPS	08, 11, 14, 17
Nursing	09, 12, 15, 18
Ex Officio: Elected Representative of LSU Retirement System	

### IMPROVEMENT OF INSTRUCTION

AEH	09, 12, 15, 18
Allied Health	09, 12, 15, 18
Biology	07, 10, 13, 16
BSS	08, 11, 14, 17
Business	08, 11, 14, 17
Education	08, 11, 14, 17
Library	07, 10, 13, 16

MAPS	09, 12, 15, 18
Nursing	07, 10, 13, 16
Student	
Ex Officio: Vice Chancellor for Academic and Student Affairs	

#### PUBLIC RELATIONS

AEH	08, 11, 14, 17
Allied Health	07, 10, 13, 16
Biology	09, 12, 15, 18
BSS	09, 12, 15, 18
Business	09, 12, 15, 18
Education	07, 10, 13, 16
Library	08, 11, 14, 17
MAPS	07, 10, 13, 16
Nursing	08, 11, 14, 17
Student	
Ex Officio: Executive Director of Institutional Advancement	

#### REVIEW & LONG RANGE PLANNING

AEH	07, 10, 13, 16
Allied Health	07, 10, 13, 16
Biology	09, 12, 15, 18
BSS	09, 12, 15, 18
Business	07, 10, 13, 16
Education	08, 11, 14, 17
Library	09, 12, 15, 18
MAPS	08, 11, 14, 17
Nursing	08, 11, 14, 17
Ex Officio: Vice Chancellor for Finance and Administrative Services	

## **Section VI**

# **Administrative Committees**

## LSU Alexandria Administrative Committees and Guidelines

### **Planning Council**

Guidelines: The Planning Council was established with the following purposes:

1. To broaden the base for input into the operation of the University;
2. To develop a planning process which will be meaningful;
3. Integrate academic planning with budget and facilities planning;
4. Establish criteria to be used in planning;
5. Maximize efficiency with regard to resource allocation.

Specifically the Council is charged with:

1. Developing criteria for the allocation of resources;
2. Receiving reports and budget proposals and making recommendations based upon criteria;
3. Reviewing the LSUA mission statement and goals on a two-year cycle and recommending changes to the Chancellor if necessary,
4. Assisting in the accreditation processes;
5. Developing and keeping current a strategic plan for the University.

The Planning Council also serves as the Administrative Council in accordance with Chapter I, Section 1-3 of the Regulations of the LSU Board of Supervisors.

### **Arts and Humanities**

Guidelines: This committee was consolidated to include the Performing Artist Committee, the Lecture and Special Events Committee, and the Artist Series Committee. An amount determined by the Chancellor is budgeted annually from the Bolton Endowment to provide funding for art exhibits and the performing arts as well as lectures. The Committee will also review proposals for events requiring funding from the Bolton Endowment submitted by the Multi-Cultural Affairs Committee and make a recommendation to the Chancellor. Art exhibits, lectures, and other performances to be considered for funding must provide a strong educational component that complements the mission of the University. Such exhibits, lectures, or performances shall provide an educational experience for the campus and for the community that would not otherwise be available.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor. A list of proposed events, dates, and amounts for each academic year shall be provided to the Chancellor at the beginning of the fall semester.

### **Athletic Council**

Guidelines: The Athletic Council was established to advise the Chancellor on policy and serves as a regulatory body in all matters related to the intercollegiate athletic program. Responsibilities of the Athletic Council shall be those listed below as well as any additional duties and responsibilities assigned by the Chancellor.

1. Policy:
  - a) Recommend the scope of the athletic program;

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- b) Assure that student athletes are provided adequate opportunity to successfully pursue their academic programs;
  - c) Advise the Chancellor on the selection of the Athletic Director and, with the Athletic Director, on the selection of head coaches in the various sports;
  - d) Recommend new facilities and recommend improvements of existing facilities.
2. Review of Athletic Department Recommendations:
  - a) Review and recommend athletic department budget;
  - b) Review and recommend schedules for intercollegiate competitions;
  - c) Review and recommend awards and letters for athletes;
3. Review and Supervision of Relationships with Appropriate Athletic Conferences, if any, and Athletic Associations:
  - a) Review eligibility of student athletes;
  - b) Protect student athletes from undesirable outside influences and exploitation including from sports agents and vendors.

### **Campus Beautification**

Guidelines: The purpose of this committee is to make recommendations to the Chancellor for enhancing the grounds of the campus. After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor.

### **Center for Teaching Excellence Advisory**

Guidelines: The Center for Teaching Excellence Committee serves as an advisory council for the Director of the Center for Teaching Excellence. The committee provides input on initiatives from the CTE and provides input on matters such as innovation awards and travel grants (to teaching professor workshops).

### **Continuing Education**

Guidelines: The purpose of the Continuing Education Committee is to support the development and promotion of Continuing Education offerings at LSUA. Duties will include providing recommendations for potential short courses, encouraging faculty to participate as instructors and assisting with the promotion of continuing education offerings.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor.

### **Data Issues**

Guidelines: The Data Issues Committee is a university group responsible for ensuring data integrity across all administrative software and databases. This committee shall meet on a necessary basis to resolve issues pertaining to student records, financial aid and student accounting.

Specific charges:

- Ensure that all business processes work appropriately with databases and administrative software;

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- Ensure that all data that is housed is validated, stored properly and backup according to the set backup procedures;
- Oversee any implementation of new/updated administrative software;
- Develops institutional standards for data and administrative software;
- Develops and recommends institutional policies regarding access to and use of University owned data;
- Communicates with the University community on matters of direction, policies, procedures, standards, and general technology matters;

The Data Issues Committee reports directly to the Chancellor. Recommendations regarding standards and policies are presented to the Chancellor or Chancellor's Council for final approval.

### **Emergency Response**

Guidelines: This committee, chaired by the Campus Safety Officer, as the Emergency Response Person In-Charge, is responsible for ensuring that procedures are established for responding to emergency first aid requirements for LSUA students, staff and faculty. The chair will call a meeting at the beginning of each academic year. The chair will be responsible for distributing the emergency first aid procedures to all faculty and staff at the beginning of each academic year.

### **Financial Aid & Scholarships**

Guidelines: This committee is responsible for determining policies, procedures, and standards for granting financial aid and scholarships when these are not set by law or the donor. Additionally, the committee will select the recipients for financial aid and scholarships where such selection is not determined by the mechanical application of standards or does not depend on the evaluation of special skills (as in the case of athletic scholarships). Finally, the committee will act as a judicial body to hear and decide appeals from students in connection with granting, withholding, or withdrawing scholarship or financial aid. A representative from Financial Aid and Scholarships will serve as secretary documenting in writing actions taken by the Committee.

### **Fitness**

Guidelines: This committee is responsible for making recommendations, improving, and coordinating the overall wellness and fitness of the University community to include faculty.

### **General Education Assessment**

Guidelines: This committee is responsible for reviewing the university's general education outcomes and recommending changes in accordance with LSUA's two-year institutional effectiveness cycle. Additionally, the committee is responsible for recommending assessment methods and criteria for successful achievement for all general education outcomes. Finally, the committee will review the results of general education assessment and recommend use of the results for improvement of LSUA's instructional programs. This committee will report to the Committee on Institutional Effectiveness.

### **Honors Convocation**

Guidelines: The function of the committee is to plan and coordinate the annual student awards ceremony, held in the spring semester, at which both academic and service (civic) awards are presented to outstanding students. At least five committee meetings are required each year.

Various civic organizations from the central Louisiana area are involved in the presentation of awards. Parents

### **Honors Program**

Guidelines: To develop and implement a comprehensive honors program to serve as both as a recruitment and retention incentive for academically well-prepared students.

### **Information Technology Advisory**

Guidelines: The Information Technology Advisory Committee (ITAC) is a University group responsible for establishing and monitoring University-wide technology initiatives, standards, priorities, and policies. The group also works with Information and Educational Technology Services to review progress on technology initiatives, to provide feedback, and to serve as a forum for communication.

### **Institutional Effectiveness**

Guidelines: The Committee on Institutional Effectiveness provides oversight for LSUA's institutional effectiveness process. The committee is responsible for ensuring that the process is broad based, systematic, appropriate to the institution, and tied to the university's mission and goals. The committee reviews for appropriateness the statements of purpose and prioritized desired outcomes for all university units. The committee coordinates implementation of assessments or data collection that are university-wide in nature or potentially duplicative.

### **Institutional Review Board**

Guidelines: The Institutional Review Board (IRB) at LSU at Alexandria was established to oversee and monitor all research conducted by university faculty, staff, or students using human subjects, unless otherwise exempt from review. The committee will evaluate each research project submitted for ethical standards and possible risks to the human subject(s). No research project may be begun until written approval of the IRB is received. The committee will base their decisions on the guidelines published by the U.S. Department of Health and Human Services and the ethical standards for research with human subjects established by professional research organizations.

### **Multi-Cultural and International Affairs**

Guidelines: This committee will plan and coordinate events commemorating Dr. Martin Luther King, Jr. and Black History Month as well as other multi-cultural events. Proposals for events requiring funds from the Bolton Endowment are presented to the Arts and Humanities Committee for approval.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Provost and Vice Chancellor for Academic and Student Affairs and the Chancellor. Copies of the minutes should be provided to the Provost and Vice Chancellor for Academic and Student Affairs and the Chancellor.

### **Naming Facilities**

Guidelines: At the request of the Chancellor, this committee recommends a name or a name change for a university facility. The Chancellor proposes the name to the President of the LSU System. Final action is taken by the LSU Board of Supervisors. The LSU Board of Supervisors' July 2014

policy on naming university facilities (adopted May 28, 1993; revised and clarified January 10, 2012) is on file in the Chancellor's office.

### **Online Advisory Committee**

Guidelines: This committee is responsible for conducting needs assessment and providing instructional support for online programs at the University. In addition, the committee will act as an advisory body to the administration on the future development of online learning at Louisiana State University at Alexandria.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor.

### **Operation of the Student Center**

Guidelines: The purpose of this committee is to provide campus wide input into the operation of the Student Center so as to increase its serving the largest numbers of individuals and groups in the most efficient and satisfactory manner.

The committee's objectives are to set up and maintain rules covering the operation of the Student Center that are consistent with the purpose of the Student Center's operation; to provide campus wide input into any planned alterations, changes in areas servicing certain organizations, etc. and constantly seek ways through dialogue with individuals on campus for the improvement of the Student Center and its services.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor.

### **Safety**

Guidelines: The Safety Committee meets to discuss and, if appropriate, take necessary action on accident producing conditions, reviews safety problems, and develops means and methods for resolving the problems. The Safety Committee will meet quarterly throughout the year. Minutes of committee meetings should be provided to the Chancellor.

### **Service Learning**

Guidelines: The Service Learning Committee will serve in an advisory capacity to the Coordinator of Service Learning who will chair the committee. The Committee will recommend appropriate service learning policies, curricular initiatives, administrative initiatives and community initiatives. The Vice Chancellor for Academic and Student Affairs is an ex officio member of the Committee. Membership shall include four faculty (two from each of the colleges) and two staff members chosen primarily from the staff of academic and student affairs.

### **Strategic Planning Steering**

Guidelines: In 2004, LSUA revised the strategic plan that will guide the institution. The Strategic Planning Steering Committee is composed of administration, faculty, staff, and students. This committee is responsible for reviewing the strategic plan and making suggestions or changes in the vision statement, mission statement, and goals for the university.

**Student Conduct**

Guidelines: The duties of the Student Conduct Committee are:

1. To consider, whenever the student has not opted for administrative settlement, formal charges of student misconduct made to the Provost and Vice Chancellor for Academic and Student Affairs;
2. To review periodically the provisions of the Code of Student Conduct and to make recommendations for change to the Chancellor when such changes appear to be in the best interests of LSUA.

After annual committee appointments are made, the ex-officio should call a meeting of this committee to address A.2 above.

**Student Grievance**

Guidelines: The purpose of the Student Grievance Committee is to consider disputes between students and their instructors using the procedures outlined in Policy Statement 207.

**Student Organizations & Activities**

Guidelines: The purpose of this committee is to promote and regulate the organizations and activities on campus that enrich and support students. The committee approves the establishment of new organizations that request official recognition and who have followed the appropriate procedure for applying for official status. The committee is also responsible for establishing and/or revising the guidelines for student organizations and reviewing and acting on issues that impact student services.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor.

**Student Publications**

Guidelines: This Committee shall be responsible for the general supervision of all student publications including but not limited to the yearbook, the student newspaper, and the student literary magazine.

The committee shall develop general guidelines for all student media as well as specific guidelines for each publication.

The Committee shall select editors and staff for the yearbook, the student newspaper, and the student literary magazine. The committee may also select a supervisor to work with the editorial staff. The committee shall review the annual budget of each publication and recommend to the Chancellor revisions in allocations and disbursement of funds if necessary. The advisors of the various publications are members of this Committee along with others that may be appointed.

**Student Technology Fee**

Guidelines: This committee will be responsible for making recommendations for expenditures from the student technology fee monies.

After annual committee appointments are made, the chair should call a meeting of this committee to establish a regular meeting schedule. Additional meetings may be called at the request of the Chancellor. Copies of the minutes should be provided to the Chancellor.

**Traffic Appeal**

Guidelines: This committee is charged with hearing appeals of campus traffic tickets.

**OTHER COMMITTEES****Bolton Award for Teaching Excellence**

Guidelines: This committee selects the recipient of the Bolton Award for Teaching Excellence.

## **Section VII**

# **Policy Statements**

**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA  
POLICY STATEMENTS INDEX**

Access the following link for a list and full text of all LSUA Policy Statements  
<http://chancellor.lsua.edu/policies/>

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

PS 240  
Page 1 of 3  
Revision: 6  
Effective: August 19, 2014

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SUBJECT: GUIDELINES FOR SYLLABI PREPARATION

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PURPOSE: To establish guidelines for the preparation of course syllabi

### GENERAL POLICY

A course syllabus is intended to be the primary document whereby an instructor communicates to the student major goals and requirements for the course. Each instructor must provide a current syllabus to every student in the class during the first week of classes. While each instructor's course syllabus should contain the same minimal topics, the layout and exact content of the syllabus is the prerogative of the individual instructor. It is the responsibility of the department chairs to collect and maintain a complete and accurate set of syllabi in the respective department office. The following minimal components should be contained in all Louisiana State University at Alexandria course syllabi:

1. Instructor's Name
2. Instructor's Contact Information (office location, telephone number, e-mail address)
3. Instructor's Office Hours
4. Current Semester and Year
5. Course Name and Number
6. Catalog Course Description<sup>1</sup> (including co- and pre-requisites)
7. Course Goals and Objectives<sup>1</sup>
8. Attendance Policy
9. Make Up Policy
10. Assignment Due Dates
11. Policy Regarding Work Submitted Late
12. Method of Evaluation
13. Method Used to Determine Final Grade
14. Grading Scale Used

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<sup>1</sup> These items on the syllabus must correspond with the same categories on the most recent effective version of the Master Course Outline for the course. Instructors may add goals and objectives, methods of evaluation and topics beyond what are included in the MCO. The MCO represents the minimum material that must be included for a given course. Louisiana State University at Alexandria Faculty Handbook P.S. 240 (continued) 240-2



15. Texts & Supplemental Materials Required
16. Topical Course Outline
17. Last Date to Drop without a “W”
18. Last Date to Drop with a “W”
19. Services for Students with Disabilities Statement\*
- Additional Information for Online Courses**
20. Percentage of Content presented online
21. Schedule Clearly Outlining On-Campus Classes and Online Classes if Hybrid Course
22. Netiquette Guidelines
23. Technical Skills Required to Successfully Meet Course Objectives
24. Technology (software and hardware) required to Meet Course Objectives
25. ID/Security Policy
26. Process to Facilitate Student-Student and Student-Faculty Interaction

Each syllabus, along with a completed LSUA Credit Course Syllabus Checklist that has been signed by the instructor, should be submitted to the department office during the first week of classes. Copies of all syllabi and signed check lists containing the instructor’s signature and the department chair’s signature attesting to the presence of the required components should be retained in the department office for at least one year.

At the conclusion of collecting syllabi **each semester** or by the census date for that term each department should send a summary report to the Provost and Vice Chancellor for Academic and Student Affairs and the Chancellor. The report should list each instructor’s name and courses taught, and should verify that a syllabus for each course is on file in the department office.

\* Services for Students with Disabilities Statement:

Students who provide appropriate written documentation of a learning, physical, or psychological disability may be eligible for academic accommodations after assessment by LSUA’s licensed professional counselor. To make an appointment to see the counselor, students should visit Student Support’s administrative office, Room 206, Student Center, West Wing; or call (318) 767-2604. Louisiana State University at Alexandria Faculty Handbook P.S. 240 (continued) 240-3

## LSUA CREDIT COURSE SYLLABUS CHECK LIST

Instructor \_\_\_\_\_ Semester \_\_\_\_\_

Course Name/Number \_\_\_\_\_ Department \_\_\_\_\_

**Instructions:** Attach completed check list to each syllabus submitted to the departmental office. If the course has an online component please complete the required information for online courses. Instructors using a traditional classroom format for instruction should leave the online course section blank.

Required Information for All Courses	Instructor	Dept. Chair
Instructor's Name		
Instructor's Contact Information (office location, phone #, email address)		
Instructor's Office Hours		
Current Semester and Year		
Course Name and Number		
Catalog Course Description (Including Co & Pre Requisites) <sup>1</sup>		
Course Goals and Objectives <sup>1</sup>		
Attendance Policy		
Make Up Policy		
Assignment Due Dates		
Late Assignment Submission Policy		
Method of Evaluation		
Method Used to Determine Final Grade		
Grading Scale		
Required Textbooks & Supplemental Materials		
Topical Course Outline		
Last Date to Drop without a "W"		
Last Date to Drop with a "W"		
Services for Students with Disabilities Statement		
<b>Additional Information for Online Courses</b>		
Percentage of content presented online.		
Schedule clearly outlining on-campus classes and online classes if hybrid course.		
Netiquette guidelines.		
Technical skills required to successfully meet course objectives.		
Technology (software & hardware) required to meet course objectives.		
ID/Security Policy		
Process to facilitate student-student and student-faculty interaction.		

<sup>1</sup> These items on the syllabus must correspond with the same categories on the most recent effective version of the MCO for the course. Instructors may add goals and objectives, methods of evaluation and topics beyond what are included in the MCO. The MCO represents the minimum material that must be included for a given course.

The syllabus submitted for the course indicated above contains the required information.

Instructor's Signature/Date \_\_\_\_\_

Department Chair's Signature/Date \_\_\_\_\_

## **Section VIII**

# **LSU Permanent Memoranda**

**PERMANENT MEMORANDA**

Permanent Memoranda from the Office of the President may be accessed at this link:  
<http://chancellor.lsua.edu/policies/>

## **Section IX**

### **LSU System Holiday Schedules LSUA Academic Calendar**

**LSU System Holiday Schedules**

For a current Holiday Schedule for all LSU System campuses and administrative units, visit your respective Department Office.

**LSUA Academic Calendar**

The current LSUA Academic Calendar is available on the website, in the current LSUA Catalog and in your respective Department Office.

# **Section X**

## **Evaluation Forms**

## STUDENT EVALUATION OF INSTRUCTION

Revised November 2008

Louisiana State University at Alexandria has adopted the *Individual Development & Educational Assessment (IDEA) form* for use in student evaluation of instruction. The choice of this system was a recommendation of the Faculty Senate committee on *Improvement of Instruction*. The primary purpose inherent in the IDEA evaluation tool is to enhance the quality of faculty member's instruction. This evaluation system is built on the understanding that faculty and department chairs have discussed the objectives on which a particular class is being evaluated. Objectives can be found on the *Faculty Information Form* which is to be completed for each class evaluated. Copies of the *Faculty Information Form* and the *Student Evaluations Form* can be found by clicking on "forms" at [www.idea.ksu.edu/StudentRatings](http://www.idea.ksu.edu/StudentRatings)

### I. Policy:

1. The campus-wide student evaluation of instruction should be administered sometime during the last two weeks of classes, not including final exam periods.
2. The faculty member must complete a *Faculty Information Form* for each class evaluated. These forms will be submitted with the evaluation forms.
3. *Full time non-tenured faculty will use the IDEA form to evaluate all of the classes they teach in any given semester regardless of class size.*
4. Each full time *tenured* faculty member will use the IDEA form in a minimum of four (4) classes per academic year. *A minimum of two (2) of these courses will be chosen with coordinated discussion of the tenured faculty and their department chair.*
  - a. Two (2) classes should be chosen in the fall semester and two (2) for the spring semester. *Tenured* Faculty wishing to designate one of their four assessments during a summer semester may do so. Ideally, the two (2) chosen classes will be designated prior to the beginning of the semester to enable the tenured faculty member to address targeted areas on the evaluation.
  - b. The four (4) classes should be representative of the *tenured faculty member's* teaching load and should vary by semester. However, the same class may be chosen if the faculty member is targeting the specific class for improvement. It is recommended that evaluated classes have a minimum of 10 students for reliable results.
  - c. *Tenured Faculty may choose to evaluate more than four (4) classes per academic year.*
5. Both the *Student Evaluation Forms* and *Faculty Information Forms* are two-sided. There is space for additional questions added by the instructor and for student comments. Remember to keep a copy of any additional questions added. Students should use a No. 2 pencil to complete the *Student Evaluation Form*. Faculty should use a No. 2 pencil to complete the *Faculty Information Form*.



## II. Procedure:

1. The instructor hands out the evaluation forms to the students and explains the purpose of the evaluation and how to complete the forms. The instructor should also explain to the students that the instructor will have no access to the forms or the compiled results until after grades have been submitted- for the semester.
2. The instructor designates a student to collect the completed forms after his/her classmates have placed them in an envelope. (The envelope should be clearly labeled with the instructor's name, course, section and semester.)
3. The instructor leaves the room while the forms are being completed.
4. The designated student seals the envelope after all forms are collected. He/She then signs his/her name across the flap of the envelope.
5. If the class is a day class on campus, the designated student takes the envelope to the secretary of the department in which the course is offered.
6. If the class is a night class and/or an off-campus class, the designated student gives the sealed envelope to the instructor, who turns it in to the department office at the earliest opportunity.
7. The department secretary brings the forms to Institutional Research for processing.
8. Adjunct and part-time faculty will be evaluated by individual departments.
9. Full diagnostic results of the evaluation are provided to the instructor. Summative results are provided to the department chair and the administration after all grades have been submitted for the semester. The original evaluation forms, including the comments, are returned to the instructor.
10. Ten business days (not including shipping time) is required for the processing of the forms. Therefore, results will be returned as soon as possible after final processing. IDEA requires batch processing and timing will be affected by the date of receipt from the last department.
11. Other types of evaluation instruments designed to provide classroom feedback to the teacher may be administered at any time by an instructor. A particular department may determine the need to administer additional student evaluation instruments, as well. These additional teacher or departmental assessment instruments should be kept separate from the student evaluation of instruction process described in these instructions.

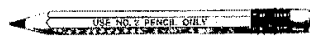
NOTE: Some departments administer IDEA evaluations online. Instructions for that procedure will be provided each semester.



## Faculty Information Form

Institution: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Course Number: \_\_\_\_\_ Time and Days Class Meets: \_\_\_\_\_

## IMPORTANT!



## Proper Marks



## Improper Marks



Last Name (Up to 11 letters)											Init.
A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

Objectives: (Scale - M = Minor or No Importance, I = Important, E = Essential)

- M I E
- ☐ ☐ ☐ Gaining factual knowledge (terminology, classifications, methods, trends)
  - ☐ ☐ ☐ Learning fundamental principles, generalizations, or theories
  - ☐ ☐ ☐ Learning to *apply* course material (to improve thinking, problem solving, and decisions)
  - ☐ ☐ ☐ Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
  - ☐ ☐ ☐ Acquiring skills in working with others as a member of a team
  - ☐ ☐ ☐ Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
  - ☐ ☐ ☐ Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)
  - ☐ ☐ ☐ Developing skill in expressing oneself orally or in writing
  - ☐ ☐ ☐ Learning how to find and use resources for answering questions or solving problems
  - ☐ ☐ ☐ Developing a clearer understanding of, and commitment to, personal values
  - ☐ ☐ ☐ Learning to *analyze* and *critically evaluate* ideas, arguments, and points of view
  - ☐ ☐ ☐ Acquiring an interest in learning more by asking questions and seeking answers

Days Class Meets

☐ Mon  
☐ Tues  
☐ Wed  
☐ Thu  
☐ Fri  
☐ Sat  
☐ Sun

Department Code

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Time Class Begins

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Course Number

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Number Enrolled

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Local Code

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

## Contextual Questions (Research Purposes):

The IDEA Center will conduct research on these optional questions in order to improve the interpretation of student ratings.

1. Which of the following represents the primary approach to this course? (Mark only one)

- ① = Lecture  
 ② = Discussion/recitation  
 ③ = Seminar  
 ④ = Skill/activity  
 ⑤ = Laboratory  
 ⑥ = Field Experience  
 ⑦ = Studio  
 ⑧ = Multi-Media  
 ⑨ = Practicum/clinic  
 ⑩ = Other

2. If multiple approaches are used, which one represents the secondary approach?

- ① = Lecture  
 ② = Discussion/recitation  
 ③ = Seminar  
 ④ = Skill/activity  
 ⑤ = Laboratory  
 ⑥ = Field Experience  
 ⑦ = Studio  
 ⑧ = Multi-Media  
 ⑨ = Practicum/clinic  
 ⑩ = Other

3. Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your responses:

N = None (or little) required  
 S = Some required  
 M = Much required

- N S M
- ☐ ☐ ☐ A. Writing  
☐ ☐ ☐ B. Oral communication  
☐ ☐ ☐ C. Computer applications  
☐ ☐ ☐ D. Group work  
☐ ☐ ☐ E. Mathematical/quantitative work  
☐ ☐ ☐ F. Critical thinking  
☐ ☐ ☐ G. Creative/artistic/design endeavor

## Contextual Questions Continued:

4. Rate each of the circumstances listed below, using the following code to respond:

P = Had a positive impact on learning  
I = Neither a positive nor a negative impact  
N = Had a negative impact on learning  
? = Can't judge

P I N ?

- ☐ ☐ ☐ ☐ A. Physical facilities and/or equipment  
☐ ☐ ☐ ☐ B. Your previous experience in teaching this course  
☐ ☐ ☐ ☐ C. Substantial changes in teaching approach, course assignments, content, etc.  
☐ ☐ ☐ ☐ D. Your desire to teach this course  
☐ ☐ ☐ ☐ E. Your control over course management decisions (objectives, texts, exams, etc.)  
☐ ☐ ☐ ☐ F. Adequacy of students' background and preparation for the course  
☐ ☐ ☐ ☐ G. Student enthusiasm for the course  
☐ ☐ ☐ ☐ H. Student effort to learn  
☐ ☐ ☐ ☐ I. Technical/instructional support

5. Please identify the principal type of student enrolling in this course

- ① = Freshmen/sophomores seeking to meet a "general education" or "distribution" requirement  
 ② = Freshmen/sophomores seeking to develop background needed for their intended specialization  
 ③ = Upperclassmen non-majors taking the course as a "general education" or "distribution" requirement  
 ④ = Upperclassmen majors (in this or a related field of study) seeking competence or expertise in their academic/professional specialty  
 ⑤ = Graduate or professional school students  
 ⑥ = Combination of two or more of the above types

6. Is this class:

- a. Team taught? ☐ Yes ☐ No  
 b. Taught through distance learning? ☐ Yes ☐ No

## Department Codes (Modified CIP Codes)

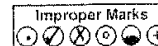
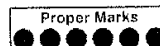
0100 Agricultural Business and Production	4506 Economics	5009 Music (Performing, Composing, Theory)
0200 Agricultural Sciences	1300 Education (EXCEPT Physical Education and Vocational-Technical Education)	5116 Nursing
0300 Conservation and Renewable Natural Resources	1400 Engineering	3801 Philosophy
0400 Architecture and Related Programs	1500 Engineering-Related Technologies	1332 Physical Education/Health/Safety Education
0500 Area Ethnic and Cultural Studies	2301 English Language and Literature	4000 Physical Sciences (EXCEPT Physics and Chemistry)
5007 Art (Painting, Drawing, Sculpture)	5000 Fine and Applied Arts (EXCEPT Art and Music)	4008 Physics
2600 Biological Sciences/Life Sciences	1600 Foreign Languages and Literatures	4510 Political Science and Government
5201 Business, General	5100 Health Professions and Related Sciences (EXCEPT Nursing)	4200 Psychology
5202 Business Administration and Management	5199 Health Professions and Related Sciences (2-year program)	4400 Public Administration and Services (EXCEPT Social Work)
5203 Business - Accounting	4508 History	3900 Religion and Theological Studies
5208 Business - Finance	1900 Home Economics	5204 Secretarial Services
5212 Business Information and Data Processing Services	— Industrial Arts (See Vocational-Technical Education)	4500 Social Sciences (EXCEPT Economics, History, Political Science, and Sociology)
5214 Business - Marketing	2400 Liberal Arts & Sciences, General Studies and Humanities	4407 Social Work and Service
4005 Chemistry	2200 Law	4511 Sociology
0900 Communications	2500 Library Science	2310 Speech and Rhetorical Studies
1100 Computer and Information Sciences	2700 Mathematics and Statistics	1320 Vocational-Technical Education
1103 Data Processing Technology (2-year program)	2900 Military Science/Technologies	9900 Other (to be used when none of the above codes apply)

To see an expanded list of department codes go to [www.idea.ksu.edu](http://www.idea.ksu.edu)



## SURVEY FORM - STUDENT REACTIONS TO INSTRUCTION AND COURSES

**IMPORTANT!**



Institution:

Instructor:

Course Number:

Time and Days Class Meets:

Your thoughtful answers to these questions will provide helpful information to your instructor.

Describe the frequency of your instructor's teaching procedures, using the following code:

1=Hardly Ever

2=Occasionally

3=Sometimes

4=Frequently

5=Almost Always

### The Instructor:

- |     |   |   |   |   |   |  |
|-----|---|---|---|---|---|--|
| 1.  | ① | ② | ③ | ④ | ⑤ | Displayed a personal interest in students and their learning   |
| 2.  | ① | ② | ③ | ④ | ⑤ | Found ways to help students answer their own questions   |
| 3.  | ① | ② | ③ | ④ | ⑤ | Scheduled course work (class activities, tests, projects) in ways which encouraged students to stay up-to-date in their work |
| 4.  | ① | ② | ③ | ④ | ⑤ | Demonstrated the importance and significance of the subject matter   |
| 5.  | ① | ② | ③ | ④ | ⑤ | Formed "teams" or "discussion groups" to facilitate learning   |
| 6.  | ① | ② | ③ | ④ | ⑤ | Made it clear how each topic fit into the course   |
| 7.  | ① | ② | ③ | ④ | ⑤ | Explained the reasons for criticisms of students' academic performance   |
| 8.  | ① | ② | ③ | ④ | ⑤ | Stimulated students to intellectual effort beyond that required by most courses  |
| 9.  | ① | ② | ③ | ④ | ⑤ | Encouraged students to use multiple resources (e.g. data banks, library holdings, outside experts) to improve understanding  |
| 10. | ① | ② | ③ | ④ | ⑤ | Explained course material clearly and concisely  |
| 11. | ① | ② | ③ | ④ | ⑤ | Related course material to real life situations  |
| 12. | ① | ② | ③ | ④ | ⑤ | Gave tests, projects, etc. that covered the most important points of the course  |
| 13. | ① | ② | ③ | ④ | ⑤ | Introduced stimulating ideas about the subject   |
| 14. | ① | ② | ③ | ④ | ⑤ | Involved students in "hands on" projects such as research, case studies, or "real life" activities                           |
| 15. | ① | ② | ③ | ④ | ⑤ | Inspired students to set and achieve goals which really challenged them  |
| 16. | ① | ② | ③ | ④ | ⑤ | Asked students to share ideas and experiences with others whose backgrounds and viewpoints differ from their own             |
| 17. | ① | ② | ③ | ④ | ⑤ | Provided timely and frequent feedback on tests, reports, projects, etc. to help students improve                             |
| 18. | ① | ② | ③ | ④ | ⑤ | Asked students to help each other understand ideas or concepts   |
| 19. | ① | ② | ③ | ④ | ⑤ | Gave projects, tests, or assignments that required original or creative thinking   |
| 20. | ① | ② | ③ | ④ | ⑤ | Encouraged student-faculty interaction outside of class (office visits, phone calls, e-mail, etc.)                           |

Twelve possible learning objectives are listed below, not all of which will be relevant in this class. Describe the amount of progress you made on each (even those not pursued in this class) by using the following scale:

1-No apparent progress

2-Slight progress; I made small gains on this objective.

3-Moderate progress; I made some gains on this objective.

4-Substantial progress; I made large gains on this objective.

5-Exceptional progress; I made outstanding gains on this objective.

### Progress on:

- |     |   |   |   |   |   |   |
|-----|---|---|---|---|---|---|
| 21. | ① | ② | ③ | ④ | ⑤ | Gaining factual knowledge (terminology, classifications, methods, trends)   |
| 22. | ① | ② | ③ | ④ | ⑤ | Learning fundamental principles, generalizations, or theories   |
| 23. | ① | ② | ③ | ④ | ⑤ | Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions)  |
| 24. | ① | ② | ③ | ④ | ⑤ | Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course |
| 25. | ① | ② | ③ | ④ | ⑤ | Acquiring skills in working with others as a member of a team   |
| 26. | ① | ② | ③ | ④ | ⑤ | Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)                                 |
| 27. | ① | ② | ③ | ④ | ⑤ | Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)                 |
| 28. | ① | ② | ③ | ④ | ⑤ | Developing skill in expressing myself orally or in writing  |
| 29. | ① | ② | ③ | ④ | ⑤ | Learning how to find and use resources for answering questions or solving problems  |
| 30. | ① | ② | ③ | ④ | ⑤ | Developing a clearer understanding of, and commitment to, personal values   |
| 31. | ① | ② | ③ | ④ | ⑤ | Learning to <i>analyze</i> and <i>critically evaluate</i> ideas, arguments, and points of view  |
| 32. | ① | ② | ③ | ④ | ⑤ | Acquiring an interest in learning more by asking my own questions and seeking answers   |

On the next three items, compare this course with others you have taken at this institution, using the following code:

1 = Much Less than Most Courses

2=Less than  
Most Courses

3=About Average

4= More than  
Most Courses

**5=Much More  
than Most Courses**

**The Course:**

33. ① ② ③ ④ ⑤ Amount of reading  
34. ① ② ③ ④ ⑤ Amount of work in other (non-reading) assignments  
35. ① ② ③ ④ ⑤ Difficulty of subject matter

**Describe your attitudes and behavior in this course, using the following code:**

1 = Definitely False

2=More False  
Than True

### 3=In Between

4=More True  
Than False

5= Definitely True

- |     |   |   |   |   |   |  |
|-----|---|---|---|---|---|--|
| 36. | 1 | 2 | 3 | 4 | 5 | I had a strong desire to take this course.   |
| 37. | 1 | 2 | 3 | 4 | 5 | I worked harder on this course than on most courses I have taken.                            |
| 38. | 1 | 2 | 3 | 4 | 5 | I really wanted to take a course from this instructor.                                       |
| 39. | 1 | 2 | 3 | 4 | 5 | I really wanted to take this course regardless of who taught it.                             |
| 40. | 1 | 2 | 3 | 4 | 5 | As a result of taking this course, I have more positive feelings toward this field of study. |
| 41. | 1 | 2 | 3 | 4 | 5 | Overall, I rate this instructor an excellent teacher.  |
| 42. | 1 | 2 | 3 | 4 | 5 | Overall, I rate this course as excellent.  |

For the following items, blacken the space which best corresponds to your judgment:

**1 = Definitely False**

2=More False  
Than True

### 3=In Between

4=More True  
Than False

5= Definitely True

43. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 As a rule, I put forth more effort than other students on academic work.
44. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 The instructor used a variety of methods--not only tests--to evaluate student progress on course objectives.
45. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 The instructor expected students to take their share of responsibility for learning.
46. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 The instructor had high achievement standards in this class.
47. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 The instructor used educational technology (e.g., Internet, e-mail, computer exercises, multi-media presentations, etc.) to promote learning.

### EXTRA QUESTIONS

If your instructor has extra questions, answer them in the space designated below (questions 48-66):

- |       |   |   |   |   |       |   |   |   |   |
|-------|---|---|---|---|-------|---|---|---|---|
| 48. ① | ② | ③ | ④ | ⑤ | 58. ① | ② | ③ | ④ | ⑤ |
| 49. ① | ② | ③ | ④ | ⑤ | 59. ① | ② | ③ | ④ | ⑤ |
| 50. ① | ② | ③ | ④ | ⑤ | 60. ① | ② | ③ | ④ | ⑤ |
| 51. ① | ② | ③ | ④ | ⑤ | 61. ① | ② | ③ | ④ | ⑤ |
| 52. ① | ② | ③ | ④ | ⑤ | 62. ① | ② | ③ | ④ | ⑤ |
| 53. ① | ② | ③ | ④ | ⑤ | 63. ① | ② | ③ | ④ | ⑤ |
| 54. ① | ② | ③ | ④ | ⑤ | 64. ① | ② | ③ | ④ | ⑤ |
| 55. ① | ② | ③ | ④ | ⑤ | 65. ① | ② | ③ | ④ | ⑤ |
| 56. ① | ② | ③ | ④ | ⑤ | 66. ① | ② | ③ | ④ | ⑤ |
| 57. ① | ② | ③ | ④ | ⑤ |       |   |   |   |   |

Use the space below for comments  
(unless otherwise directed).  
*Note: Your written comments may be  
returned to the instructor. You may want  
to PRINT to protect your anonymity.*

**Comments:**

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA EVALUATION OF FACULTY MEMBER ACADEMIC YEAR 20				
	Highly Competent	Competent	Needs Improvement	Not Applicable / Unable to Judge
<b>INSTRUCTIONAL ABILITY (80%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>SCHOLARLY AND RESEARCH ACTIVITY (20%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>UNIVERSITY SERVICE &amp; INVOLVEMENT (10%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>COMMUNITY SERVICE &amp; INVOLVEMENT (10%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>OVERALL RATING</b>				
<b>Department Chair's Comments on Strengths, Areas for Improvement, Goals for the Future, etc.</b>				
Department Chair's Signature:			Date:	
<b>Faculty Member's Comments</b>				
Faculty Members Signature:*			Date:	
Vice Chancellor's Signature:			Date:	

Effective Spring 2007

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA EVALUATION OF LIBRARY FACULTY MEMBER ACADEMIC YEAR 20__				
	Highly Competent	Competent	Needs Improvement	Not Applicable / Unable to Judge
<b>DEMONSTRATED PROFESSIONAL ABILITY (60%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>SCHOLARLY AND RESEARCH ACTIVITY (20%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>UNIVERSITY SERVICE &amp; INVOLVEMENT (10%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>COMMUNITY SERVICE &amp; INVOLVEMENT (10%)</b>				
General overall assessment				
Assessment re: goals for this year				
<b>OVERALL RATING</b>				
<b>Library Director's Comments on Strengths, Areas for Improvement, Goals for the Future, etc.</b>				
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>				
Library Director's Signature:			Date:	
<b>Faculty Member's Comments</b>				
<div style="border: 1px solid black; height: 80px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>				
Faculty Members Signature:*			Date:	
Vice Chancellor's Signature:			Date:	
<small>* Signature means only that the faculty member has read and discussed the evaluation with the Department Chair</small>				

**FACULTY EVALUATION FORM**  
**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA**

**PART-TIME FACULTY**

NAME: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**INSTRUCTIONAL ABILITY (100%):**

Demonstrates knowledge of teaching discipline .....  
 Maintains high academic standards .....  
 Meets classes regularly & for entire period .....  
 Uses class time effectively & productively .....  
 Plans & prepares class presentations effectively .....  
 Keeps abreast of current changes & revises course presentation .....  
 Follows a well-planned course syllabus covering core content .....  
 Is available to assist students outside of class .....  
 Meets responsibilities & deadlines .....  
 Cooperates with colleagues & administration .....

Competent      Marginal      Unsatisfactory      Unable to Judge/  
 Not Applicable

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rating

The following materials were reviewed (Check all that apply):

\_\_\_\_\_ Student Evaluations of Instruction  
 \_\_\_\_\_ Course Syllabus/Syllabi

\_\_\_\_\_ Grade Distribution  
 \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Department Chair/

Reviewer's Comments: \_\_\_\_\_

Chair/Reviewer's Signature

Date

Vice Chancellor's Comments \_\_\_\_\_

Vice Chancellor's Signature

Date

(Rev. 08/03)

Copy mailed to part-time faculty member \_\_\_\_\_





### EVALUATION OF LSUA ADMINISTRATORS BY FACULTY/STAFF

*Administrator's Name:*

*Department:*

*Administrator's Title:*

*Date:*

For each item below, rate the administrator by darkening completely the circle corresponding to your response.  
USE NO.2 PENCIL OR BLUE OR BLACK INK ONLY.

	Exceptional	Competent	Needs Improvement	Unable to Judge/N.A.
1. Meets responsibilities effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Plans, organizes and establishes work priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is effective at communicating verbally and in writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Makes sound personnel decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Is able to solve problems and make sound decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Delegates effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is receptive to new ideas and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Is innovative and shows initiative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Is dedicated to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Exhibits objectivity, consistency, and fairness in decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Exhibits professionalism in university-related matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Shows consideration for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Solicits input from others as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Works effectively with others to achieve university goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Overall contribution to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. OVERALL JOB PERFORMANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Form revised 1/04



**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA  
EVALUATION OF NON-CLASSIFIED PERSONNEL  
Spring 2006**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

	Exceptional	Competent	Needs Improvement	Unable to Judge/N.A.
1. Accepts responsibility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Meets responsibilities effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Informs supervisor of activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Plans, organizes, and establishes work priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Is effective at communicating verbally and in writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is effective at meeting deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is able to solve problems and make sound decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Works effectively and efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Delegates effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Is receptive to new ideas and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Is innovative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Shows initiative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Is dedicated to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Exhibits objectivity, consistency, and fairness in decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Exhibits professionalism in university-related matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Shows consideration for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Solicits input from others as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Works effectively with others to achieve university goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. OVERALL JOB PERFORMANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Evaluation is continued on the back*

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Form revised 1/04

Goals for the coming year(s):

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Employee's Signature    Date

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Supervisor's Signature    Date

# **Section XI**

## **Campus Map**



ABRAMS HALL (8)  
ACORN LAKE (25)  
ADMISSIONS (8)  
ART GALLERY (9A)  
AVOUELLES HALL (2)  
BALLROOM (9B)  
BAPTIST STUDENT CENTER (12)  
BASEBALL FIELD (18)  
BAYOU ROBERT ROOM (9)  
BOLTON LIBRARY (6)  
BOOKSTORE (9A)  
CAFFEY ANNEX (9B)  
CATHOLIC STUDENT CENTER (11)  
CHAMBERS HALL (4)  
CHILDREN'S CENTER (21)  
COUGHLIN HALL (5)  
EPPS HOUSE (22)  
FACILITY SERVICES (19)  
FITNESS CENTER (3)  
FITNESS TRAIL (16)  
FOUNDATION (5)  
GATEWAY OAK GROVE (10)  
GOLF COURSE (14)  
GOLF COURSE OFFICE (13)  
GOLF POND (31)  
GUARD LAKE (17)  
GYMNASIUM (3)

INTRAMURAL FIELD (29)  
LIVE OAKS ROOM (9)  
MAGNOLIA CAFÉ (9)  
MULDER HALL (26)  
NURSING AUDITORIUM (5)  
OAKLAND HALL (7)  
PROMETRICS TESTING (9A)  
RESIDENCE HALL (24)  
RECORDS OFFICE (7)  
SCIENCE BUILDING (1)  
SCIENCE POND (30)  
SENTRY ROOM (9B)  
SOCCER FIELD (27)  
SOFTBALL FIELD (18)  
STUDENT CENTER (9)  
STUDENT SUPPORT (9A)  
SUBWAY (28)  
SWIMMING POOL (3)  
TECHNOLOGY CENTER (23)  
TENNIS COURTS (15)  
THEATER (26)  
UTILITY PLANT (20)  
WALKING TRAIL (16)  
WEIGHT ROOM (3)