

Faculty Handbook



(SUAREC)

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CHAPTER I

General Information

1.1 Brief Historical Sketch of the Southern University Agricultural Research and Extension Center

The Southern University Agricultural Research and Extension Center (SUAREC) was established on July 1, 2001 out of the need to enhance the impact of our land-grant programs on the citizenry of the state of Louisiana. Prior to 2001, the Cooperative Extension Program was administered at the system's level and the agricultural research program was administered by the SUBR-College of Agricultural, Family and Consumer Sciences. The Agricultural Research and Extension Center is an evolution of the integration of both entities. SUAREC encompasses the Center for Small Farm Family Research and Development, which was established in 1983, the Cooperative Extension Program, the S.U. Livestock Show and its state-of-the-art arena and a 385-acre agricultural research station.

The Center's programs are, and will continue to be, multi-disciplinary with collaboration among research scientists and cooperative extension personnel from Southern University and the LSU Agricultural Center, when appropriate. Programs in the Center are focused on, but are not limited to, the following areas: Sustainable Agricultural Production Systems; Human Nutrition, Diet and Health; Family, Youth Development and Enrichment; Urban Forestry; Natural Resources and Environment and Economics, Marketing, Policy and Community Development. The Center is therefore poised to be recognized and valued as a premier provider for practical new discoveries, outreach education and technical assistance in the food, agricultural and human sciences.

1.2 Statement of Purpose

The mission of the Center is to conduct basic and applied research, and disseminate information to the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs.

1.3 Accreditation

There are no accreditation requirements for the research and extension programs. However the research programs are externally reviewed by the United States Department of Agriculture/Cooperative State Research Education and Extension Service (USDA/CSREES) for relevance and quality.

CHAPTER II

The Administration of SUAREC

2.1 Governing Boards

A. The Board of Regents

The Board of Regents was created in 1975 by the Constitution of the State of Louisiana to coordinate all public higher education in the State. It consists of fifteen members appointed by the governor with the consent of the State Senate. They serve overlapping six year terms.

B. The Board of Supervisors

The Board of Supervisors of the Southern University System is composed of sixteen members appointed by the governor with the consent of the State Senate. The sixteen member Board consists of two members from each of the State's Congressional Districts, one member from the State at large and one student member. The members of the Board of Supervisors serve overlapping terms of six years, with the exception of the student member, whose term is for one year.

2.2 The Administrative Organization of SUAREC

The organizational structure of SUAREC is presented in Appendix D (Figure 1).

2.3 Duties and Responsibilities of Administrative Officers of SUAREC

2.3.1 Chancellor

The Chancellor is administratively responsible to the president of the Southern University System.

The Chancellor is responsible for all operations of the Agricultural Center including fiscal and related research and extension programs in the areas of agricultural, family and consumer sciences, as well as other outreach initiatives sponsored by the Center. The Agricultural Center is a non-traditional campus in that it does not have students enrolled for academic credits. It operates state-wide in an attempt to improve the quality of life of Louisiana citizenry through the applications of research based information.

The chancellor is responsible for networking with other land-grant universities, commodity groups and federal and state agencies in an attempt to promote relevant research and educational programs.

2.3.2 Vice Chancellor for Finance and Administration

The vice chancellor for finance and administration reports directly to the chancellor of the Agricultural Research and Extension Center and is responsible for the overall personnel (human resources) functions and all business and fiscal

affairs of the Center. The vice chancellor for finance and administration provides assistance to the vice chancellors for research and extension as it pertains to administrative matters in the Center. This officer maintains a close working relationship with the SU system, the Board of Regents and other state and federal agencies and organizations working with the Agricultural Research and Extension Center and represents the chancellor at meetings and other activities upon his/her request.

2.3.3 Vice Chancellor for Research

The vice chancellor for research reports directly to the chancellor of the Agricultural Research and Extension Center and is responsible for directing the operations of the agricultural research station and administering the research portfolio in the Center. The vice chancellor supervises research faculty and staff and provides leadership in proposal development for extramural funding. This officer serves as the liaison between the Center and the funding agencies. The vice chancellor conducts annual evaluations to determine research output and outcomes and reports work plans and accomplishments to funding agencies on a regular basis. Additionally, this officer represents the Center locally and nationally on matters pertaining to research and interacts with commodity groups, community based organizations and other stakeholders on an on-going basis to assess program impact. Finally, the vice chancellor promotes research faculty and staff development and ensures that productivity is maintained at a high level.

2.3.4 Vice Chancellor for Extension

The vice chancellor for extension reports directly to the chancellor of the Agricultural Research and Extension Center and is responsible for planning, directing and coordinating all activities relating to the missions and goals of the program. The vice chancellor supervises state and field faculty and staff and provides leadership in educational program development. This officer represents the Center locally and nationally on matters pertaining to cooperative extension and interacts with federal, state and local stakeholders on an on-going basis to assess program impact. The vice chancellor also promotes professional development for extension personnel to ensure that productivity is maintained at a high level.

2.3.5 Director of Technology Services

The director of technology services provides leadership in the management of technology services to include graphic and television production and information technology. This officer assists with developing and supporting the Telecommunications Center. The director of technology services is also responsible for determining long-term technology needs for the Ag Center, and plans strategies for developing systems and acquiring hardware, software and other equipment to meet personnel needs.

2.3.6 Director of Development

The director of development reports directly to the Chancellor of the Agricultural Research and Center and provides leadership in the areas of fund development and major gift fund raising for the Agricultural Center. The director provides strategies and manages the development process which encompasses the entire operation from goal identification to gift solicitation. This officer is responsible for government relations, corporate and foundation relations, assisting in events management, public relations efforts and developing the Fund Development Advisory Committee. This officer represents the Center locally and nationally on matter pertaining to fundraising and development activities.

2.3.7 Associate Research Director

The associate research director reports to the Vice Chancellor for Research and provides supervision to program leaders in the various research program areas. This officer also assists the Vice Chancellor with program implementation in accordance with federal and state guidelines.

2.3.8 Program Leaders

Program leaders are defacto chairs who report to the associate research director on all matters pertaining to sponsored agricultural research programs. They supervise personnel in their respective program area and provide leadership for research program development and implementation.

CHAPTER III

Councils, Committees and Organizations

3.1 Councils

A. Chancellor’s Advisory Council

This council provides programmatic inputs, reviews and guidance to the chancellor to ensure that programs in research and extension are relevant and meaningful to addressing clientele needs.

B. Sustainable Agricultural Systems Council

The sustainable Agricultural Systems Council provides insight to the vice chancellors for research and extension in terms of needs and relevance. It helps set program priorities for the benefit of clientele, evaluate program impacts and assists with the state-wide promotion of programs relating to sustainable agricultural systems.

C. Urban Forestry and Natural Research Management Council

The Urban Forestry and Natural Resource Management Council provides insights to the vice chancellors for extension and research in terms of programmatic needs and relevance to stakeholders. It assists with the establishment of program priorities, evaluation of program impacts and the state-wide promotion of programs in urban forestry and natural resources.

D. Nutrition and Health Council

The Nutrition and Health Council provides insights to the vice chancellors for research and extension on programmatic needs and relevant concerns to our clientele. It assists with the setting of priorities assessment of program impacts and the state-wide promotion of programs in diet, nutrition, and health.

E. Family and Human Development Council

The Family and Human Development Council provides insights to the vice chancellors for research and extension in terms of programmatic needs and relevance to clientele needs. It assists with the establishment of program priorities, assessment of program impacts and the state-wide promotion of programs affiliated with family and human development.

F. Youth Development Council

The Youth Development Council provides insights to the vice chancellors for research and extension in the areas of programmatic needs and overall relevance to clientele. It assists with the establishment of program priorities, assessment of program impacts and the state-wide promotion of programs affiliated with youth development.

G. Economic and Community Development Council

The Economic and Community Development Council provides insights to the vice chancellors for research and extension in terms of programmatic needs and relevance to economic development. It also assists with the establishment of program priorities, evaluation of program impacts and the state-wide promotion of economic and community development programs.

3.2 Standing Committees

A. Professional Development Committee

The Professional Development Committee is organized by the Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences and designed to increase communication, awareness and professional development among the faculty, the staff and the community at large regarding the extensive research and outreach activities of the two entities.

B. Safety Committee

The Safety Committee is responsible for ensuring the safety of the work environment and work practices in the Agricultural Research and Extension Center. The committee develops and implements a safety plan, conducts educational activities and carries out periodic safety inspections of the facilities and operations.

C. Program Development Committee

The Program Development Committee is responsible for activities including curricular development, organizational planning and resource development. This committee is responsible for conducting peer review of curricula for content, reliability and relevance.

D. Proposal Review and Evaluation Committee (PREC)

PREC is mandated to enhance the quality of proposals emanating from SUAREC. This committee peer reviews proposals for relevance, scientific merits, and compliance to state and federal guidelines.

E. Tenure and Promotion Committee (TPC)

The Tenure and Promotion Committee is appointed by the Chancellor with recommendations from the Vice Chancellors to review all applications for tenure and promotion and make appropriate recommendations to the appropriate vice chancellor for further action.

F. Evaluation and Accountability Committee

This committee assists the Office of Planning and Evaluation with the development and implementation of appropriate evaluation instruments for research and extension.

G. Strategic Planning Committee

This committee comprises membership from SUAREC personnel and is responsible for providing leadership to the formulation of strategic plans for SUAREC.

H. Faculty Grievance Committee

The faculty grievance committee assists the Chancellor in investigating cases where faculty members seek redress to grievances in employment related matters with the aim of securing prompt, amicable and equitable solutions to such grievances. The committee is appointed by the Chancellor and is comprised of faculty members from both research and extension programs.

I. Technology Committee

The Technology Committee consists of both external and internal stockholders are responsible for reviewing computing and instructional technology resources, and policies. The committee makes recommendations to the Director of Technology regarding such matters in professional development of faculty and staff, infusion of technology into the curriculum, hardware and software standards, administrative computing, priorities for acquisition of up-to-date technology and policies related to the use of technology.

J. Fund Development Advisory Committee

The Fund Development Advisory Committee is responsible for providing development inputs and guidance to the director of development and the Chancellor to ensure fund development. It also assists with the establishment of fund development activities and initiatives to assist in the Center's development.

3.3 Organizations

A. National Association of State Universities and Land-Grant Colleges (NASULGC)

The National Association of State Universities and Land-Grant Colleges (NASULGC) is the nation's oldest higher education association. A voluntary association of public universities, land-grant institutions and many of the nation's public university systems, NASULGC campuses are located in all 50 states, the U.S. territories and the District of Columbia. Dedicated to supporting excellence in teaching, research and public service. The association is governed by a chair and board of directors elected from the member institutions.

B. Extension Committee On Organization and Policy (ECOP)

ECOP is an elected committee which represents the 57 state and territorial cooperative extension systems in policy decisions, and provides nationwide program and organizational leadership. ECOP represents the states and

territories in legislative matters before Congress and develops and maintains linkages and supportive relationships with other national organizations and associations

C. Experiment Station Committee on Organization and Policy (ESCOP)

ESCOP is the executive or operating body of the Experiment Station Section (ESS), Board on Agriculture (BOA) - NASULGC, and handles continuing business, organization, and policy issues on behalf of the state agricultural experiment station directors.

D. Association of Research Directors (ARD)

Association of Research Directors is the official representative body of the agricultural research administrators at the 1890 land-grant colleges and universities. This association represents its respective institution nationally and locally on all matters pertaining to land-grant funding and program implementation.

E. Association of Extension Administrators (AEA)

The Association of Extension Administrators is the organization made up of professionals from the eighteen 1890 land-grant colleges and universities and provides leadership for the outreach component of the land-grant mission. AEA coordinates most of the food and agricultural outreach activities among the 1890 institutions and the United States Department of Agriculture. This organization also cooperates with appropriate national bodies in developing and monitoring legislation affecting, research, extension, teaching and international programs at the 1890 institutions.

F. The Faculty Council

The Faculty Council is the official voice of the SUAREC faculty. It is led by a chair who liaises with the administration. The Council serves as an advisory body to SUAREC's administration on matters pertaining to faculty welfare, governance, professional growth, freedom and security.

CHAPTER IV

Faculty Personnel Policies and Procedures

4.1 Definition of Faculty

The Southern University Agricultural Research and Extension faculty is composed of those professional staff members outside of the classified personnel system who are appointed to carry out the research and extension programs of the Center.

Though the Research and Extension Faculty do not hold appointments in an academic department, they are nonetheless **subject** to high professional standards in conducting scholarly research programs/projects and the dissemination of applicable knowledge through cooperative extension programs and in the planning and delivery of non-credit educational programs. In these functions, the faculty members of the Ag Center share many of the professional concerns of their collegiate colleagues, including the need for the protection of academic freedom in these responsibilities.

Extension faculty consists of all members of the extension staff having ranks of assistant agent or higher. Research faculty consists of all members of the research staff having ranks of assistant professor and higher. Promotion of assistant agents, associate agents and agents to the next ranks will be based on criteria established by the Louisiana Cooperative Extension Service.

4.2 Faculty Ranks

A. Assistant Agent

The appointee must possess the minimum of the bachelor's degree in an appropriate subject matter field from an accredited institution. Assistant agents, do **not** earn tenure and are appointed annually based on performance and availability of funds.

B. Associate Agent

Individuals appointed to this rank must possess the minimum of the master's degree in an appropriate subject matter field from an accredited college or university. The associate agent must have at least three years experience as an extension associate, assistant agent or the professional equivalent. A bachelor's degree and successful completion of at least fifteen hours toward a master's degree in an appropriate subject matter area are also required. Associate agents do **not** earn tenure and are appointed on a fiscal year basis.

C. Agent

Individuals appointed to this rank must possess the minimum of a master's degree in an appropriate subject matter field from an accredited college or university. Additionally, agents must have at least eight years successful experience as an assistant county agent or the professional equivalent. At least three years of

experience must have been at the rank of associate agent or the professional equivalent. This position is **not** eligible for tenure.

D. Assistant Professor-Research

Appointees to the rank of assistant professor-research must possess the Ph.D. or equivalent and experience in making scholarly presentations and publishing scientific papers or abstracts. Appointees may be eligible for tenure.

E. Assistant Professor-Extension

Appointees to the rank of assistant professor-extension must possess the Ph.D. or equivalent and experience in making scholarly presentations and publishing scientific papers or abstracts and must have at least two years experience as an extension professional. Appointees may be eligible for tenure.

F. Associate Professor-Research

Appointees to the rank of associate professor-research must possess the Ph.D. or equivalent and complete four years of experience at the assistant professor level or have at least five years of post-doctoral experience in a research setting. Appointees must have a significant record of scientific presentations, publications, grantsmanship and service. Appointees may be eligible for tenure.

G. Associate Professor-Extension

The appointee must possess the Ph.D. or equivalent and complete four years of experience at the assistant professor level or four years experience as an extension professional. Appointees must have a significant record of educational presentations, publications, grantsmanship and service. Appointees may be eligible for tenure.

H. Professor-Research

Persons appointed to this position must possess the Ph.D. or equivalent and complete five years of service at the rank of associate professor. The appointee should have a distinguished record of scholarly publications, grantsmanship and service. Appointees may be eligible for tenure.

I. Professor-Extension

Persons appointed to this position must possess the Ph.D. or equivalent and complete five years of service at the rank of associate professor or have at least five years experience as an extension professional. Appointees must have a significant record of educational presentations, publications, grantsmanship and service. Appointees may be eligible for tenure.

4.3 Faculty Appointments

A. Types of Appointments

1. **Probationary:** Initial faculty appointments at the ranks of Assistant Professor, Associate Professor and Professor are typically on a probationary basis. A probationary appointment shall not exceed a period of seven years. Credit toward the probationary period for prior service at other institutions may be granted by the Board of Supervisors.
2. **Tenured:** A tenured appointment is given to a faculty member who has met the requirements for tenure outlined in section 4.7-B below.
3. **Temporary:** A temporary appointment is made to fill a vacancy caused by the absence of a regular faculty member. This appointment does not lead to tenure.

B. Procedures for Appointments

Requests for new positions or for filling vacancies originate at the program level and are forwarded to the Chancellor through the appropriate channels – vice chancellors for research, extension, and finance. The requests will indicate desired ranks, salary, and source of funding and effective date of proposed appointment. Once the filling of a vacancy is authorized by the president, the following procedures are adopted.

- a. Preparation of a position description
- b. Distribution of a position description
- c. Evaluation of applications by search committee
- d. On the basis of review and evaluation, the Chair of the Search Committee makes written recommendations through the appropriate chain of command.
- e. Upon approval by the president or Board as appropriate, an appointment letter is sent to the applicant by the Chancellor or his designee.

4.4 Intellectual Freedom

Intellectual freedom is the right of members of the Ag Center to freely study, discuss, investigate, teach, conduct research and extension programs and publish as appropriate to their respective roles and responsibilities. Because the common good depends on the free search for, and exposition of truth and understanding, full freedom in research and the dissemination of information is essential.

4.5 Research and Extension Responsibility and Expectations

The faculty is expected to establish minimum levels of expected professional performance and responsibility.

Central to the accomplishment of the mission of the SU Agricultural Research and Extension Center is a faculty with high levels of technical, educational and public service skills. Scholarship is the cornerstone for performance expectations within the Ag Center and refers to the manner and effectiveness in which the faculty executes extension, research and service activities. The following sections address scholarship as it relates to each of the functional areas contributing to the mission of the Ag Center.

A. Extension:

Faculty are expected to demonstrate leadership, creativity and intellectual vigor to accomplish a favorable end. Scholarship in extension is grounded in subject matter proficiencies, pedagogical skills and the ability to change behavior. Evidence of these characteristics will be manifested in the development of quality educational materials, presentations to different clientele groups, leadership and service roles in professional organizations, curricula, local and national recognition.

B. Research:

Each research faculty is expected to conduct mission-based research that is outcome focused. Included in this expectation is the production of intellectual properties and services, additions to existing body of knowledge and delivery of new concepts and ideas. Evidence of these expectations will include, but not limited to, peer reviewed publications, grantsmanship, local and national recognition, participation in professional organizations and definable impacts on targeted clientele.

C. Community Service:

Community Service is an expectation of each research and extension faculty in SUAREC. Included in this expectation is the participation on outreach activities that enhance the image of the Ag Center and the delivery and conduct of research and extension activities. Evidence of such expectations will include, but is not limited to, participation on campus, parish and community committees, professional associations and other organizations which could positively impact the mission of the Ag Center.

4.6 Probationary Evaluation for Retention

Each probationary faculty member shall be evaluated annually to assess his/her progress toward tenure. The evaluation is initiated within the faculty member's program area or cluster by the research program leader and/or a designee of the vice chancellor for extension. In the event retention is denied to a faculty member, appropriate written notice of non-renewal of the probationary appointment will be given, and the faculty member's appointment will terminate on the last day of that fiscal year. The written

notice of non-renewal of a probationary appointment shall be issued by **April 1st** of the fiscal year in which the evaluation is made.

4.7 Tenure

A. Definition of Tenure

Tenure is a means of making positions in extension and research more attractive to outstanding candidates. It is not a shield for mediocrity or incompetence. Granting of tenure shall be based on merit in accordance with established criteria. SUAREC personnel serving as research assistant, research associate, post-doctoral research fellow, assistant agent, associate agent and agent are not eligible for tenure. Individuals at the rank of assistant professor, associate professor, and professor are eligible to apply for tenure if their employment is supported by permanent funds (formula funds-federal and state). Tenure is associated with promotion from assistant to associate professor or associate professor to professor.

B. Provisions of Tenure

All faculty members employed in a tenured-track position in the Ag Center must serve a probationary period before they are eligible for tenure. Under extraordinary circumstances and upon proper recommendations, the probationary period may be waived by the Southern University Board of Supervisors. Annual evaluations will be conducted to ascertain the faculty member's progress toward promotion and tenure. The following provisions for tenure must be observed:

1. The Board of Supervisors has the ultimate responsibility for awarding or denying tenure to SUAREC's faculty.
2. Administrators shall not earn tenure except in their capacity as members of the faculty.
3. Assistant professors shall be eligible for tenure after serving a probationary period not to exceed seven years. However, faculty members at a probationary rank after serving a minimum of five years of continuous service are eligible for tenure.
 - a. At the end of the fifth year of service, such faculty members shall be evaluated for the purpose of determining eligibility for tenure.
 - b. At the end of the sixth year, the results of each individual's evaluation shall be provided to that individual. In the event tenure is to be denied to an assistant professor, twelve months written notice of termination shall be given effective at the end of the subsequent fiscal year.
 - c. For the purpose of the probationary period, credit may be given for up to three years for prior service within the Southern University System or at other institutions at the discretion of the Board.
4. Tenured faculty members shall retain their status until they retire, resign or are terminated for cause as a result of financial exigency or discontinuance of their program. Tenured faculty who face termination due to the

discontinuance of their program should be given preference for appointment to other faculty positions for which they are appropriately qualified.

C. Procedures for Recommending Tenure

All newly employed faculty members at SUAREC shall serve a probationary period before they can be evaluated for tenure. Under extraordinary circumstances, the Southern University Board of Supervisors may waive the probationary period. The probationary period for each rank is listed as follows:

1. Assistant Professor (Research or Extension) – At this level the faculty must serve a probationary period of five years. The evaluation for tenure will take place during the sixth year. Promotion to Associate Professor provides automatic tenure and written notification is furnished within thirty (30) days of the Board of Supervisors action.
2. Associate Professor (Research or Extension) – Faculty members initially employed at the rank of associate professor shall serve a three year probationary period, and the evaluation for tenure will take place during the fourth year. At the end of the fourth year, if tenure is denied, written notice of termination will be given effective at the end of the subsequent fiscal year.
3. Professor (Research or Extension) – Persons initially employed by SUAREC as full professors shall serve a two year probationary appointment, and evaluation for tenure will take place during the third year of appointment. At the end of the third year, in the event tenure is to be awarded, the faculty member will be informed in writing. If tenure is to be denied, written notice of termination will be given effective at the end of the subsequent fiscal year.

D. Transfer of Tenure

If a faculty member holding tenure status on the SUBR campus or any other member institution within the Southern University System is transferred to SUAREC, then the faculty member may be eligible for tenure in SUAREC following appropriate review by the TPC. **NOTE:** Faculty members tenured at SUBR and employed at SUAREC as of July 1, 2001, will be tenured in the Ag Center. Extension personnel employed with cooperative extension program prior to July 1, 2001, with terminal degree and five years of extension experience at the rank of associate specialist or higher will be tenured in the Ag Center.

E. Tenure Evaluation Process

In the sixth year of appointment, each probationary faculty member's evaluation shall be initiated at the program or cluster level to which the faculty is affiliated. The faculty in the unit or cluster must conduct a review of faculty in tenure-track positions. Appropriate tenure and promotion documents must first be submitted by faculty members to the unit head who conducts an internal review. The documents are then forwarded with necessary recommendations to the associate research director if their primary domicile is research and to the vice chancellor for extension or his/her designee if their primary domicile is extension. The associate research director or vice chancellor for extension's designee will review

for compliance with established policies and procedures. The package will be forwarded to the appropriate vice chancellor not later than **October 15th**. The vice chancellor forwards the documents to the TPC for review and recommendation. The TPC's recommendations shall be submitted to the appropriate vice chancellor by **November 15th**. The vice chancellor shall assess the applications, supporting documents, the evaluations and recommendations of all committees and forward his/her recommendation to the Chancellor by **January 30th**. The tenure applicant shall also be notified, with copies to the appropriate program leaders. Negative recommendations may be appealed to the Chancellor by **February 2nd**. After reviewing the submitted documents, the Chancellor shall then make his evaluations and submit recommendations to the President by **February 25th**. The President shall make evaluations and submit his recommendations for tenure to the Board of Supervisors. The President, as secretary to the Board of Supervisors, shall communicate to the appropriate parties the actions of the Board of Supervisors immediately following the meeting in which action was taken.

F. Criteria for Tenure

A candidate for tenure must have a probationary appointment and be the holder of the Ph.D. or equivalent in the research or extension discipline. In the interest of maintaining a productive extension and research faculty, serious consideration is given to candidates as it pertains to the following:

1. Professional training and experience
2. Scholarly mission-based research and extension programs
3. Scholarly publications and dissemination of information
4. Professional activities and community service
5. University service

The tenure application package shall include the following:

- a. A completed application from the faculty member with supporting documents such as publications, presentations, exhibits etc. and proper signatures within the past five years.
- b. A completed evaluation from program leader analyzing the work of the faculty member in detail.
- c. Copies of peer evaluations regarding the faculty members' performance for the past successive three years.

Details regarding the quantitative evaluation of faculty for tenure and or promotion are outlined in Appendix A. – "A Guide for Quantitative Evaluation: Promotion and Tenure". Further details regarding the minimum points required for promotion from one rank to the other are outlined in Appendix B.

4.8 Promotion

Promotion from one rank to the next shall be based on merit, with the interest of SUAREC being served maximally by such action. SUAREC faculty members holding

appointments in research and extension will be governed by the promotional criteria that follow. Faculty promotion application forms will be available in the office of the Vice Chancellor for Research and the Vice Chancellor for Extension.

A. Promotion Procedure

Recommendation for promotion from assistant professor to associate professor will be made only after **four years** of service have been successfully completed at the University at the rank of assistant professor. Recommendation for promotion from associate professor to professor will be made only after **five years** of service have been completed at the University at the rank of associate professor. Application procedures for promotion are similar to those outlined for tenure.

B. Promotion Criteria

Promotion is based on the scholarly conduct of mission-based extension and research programs that are outcome focused. Inherent in this expectation is the delivery of intellectual goods and services to benefit society locally, regionally and nationally. To maximize objectivity in the evaluation process, evaluators shall assign points in accordance with Appendix A – “A Guide for Quantitative Evaluation Promotion and Tenure.” Further details regarding the minimum points required for promotion from one rank to the other are outlined in Appendix B. Candidates for promotion are evaluated based on the following:

1. Professional training and experience
2. Scholarly mission-based research and extension programs
3. Scholarly publications and dissemination of information
4. Professional activities and community service
5. University service

4.9 Termination of Employment

Termination of a faculty’s employment may result from cause, denial of tenure, financial exigency, discontinuance of a program, medical reasons, resignation or retirement or contingent matters directly related to these enumerated.

A. Cause and Establishment of An Investigatory Panel

Causes for discharge or termination shall include those specified by laws governing state University Systems and conduct seriously prejudicial to the Ag Center; conviction for a felony, or unethical and immoral behavior; neglect of duty; incompetence or failure to perform duties in a professional manner.

The formal hearing for a faculty member with tenure recommended for discharge or termination will be preceded by: **(1)** discussion between the faculty member and the appropriate administrative officer in research or extension originating the complaint with an eye toward a mutual settlement; **(2)** informal inquiry by a duly elected faculty committee chosen by faculty within the research or extension unit; and **(3)** a statement of charges by the chancellor or his designee.

If no mutual settlement is reached from the discussions, then a formal hearing by an investigatory panel composed entirely of faculty members will be held whenever the complaint lodged against a tenured faculty member could lead to termination for cause.

Within ten working days after the findings of the faculty committee are made known to the chancellor and no mutual settlement has been made, the chancellor shall cause to be established an investigatory panel to conduct a formal hearing.

The investigatory panel shall comprise seven (7) faculty members of which two (2) shall be appointed by the appropriate vice chancellor in SUAREC, four (4) by the Faculty Council and one (1) by the chancellor. The presiding officer of the panel shall be designated by the vice chancellor with the approval of the chancellor, and shall be entitled to a vote. Should anyone or several of the above fail or refuse to appoint the required representatives to the panel, the appointments shall be made by the system president. All votes of the panel members on each motion or issue shall be recorded and submitted as part of the panel's report.

The panel shall report its findings and recommendations to the accused faculty member and to the appropriate vice chancellor within ten (10) working days of receipt of the panel's report. The vice chancellor shall also transmit his/her recommendations to the accused at the same time. The chancellor shall, within ten (10) days of receipt, review the record and the report transmitted to him by the vice chancellor, formulate recommendations, and submit them to the president. The chancellor shall transmit his recommendations to the accused faculty member at the same time. The president shall review the entire record, and shall within ten (10) working days make whatever disposition is warranted by the evidence, and report his/her findings and actions, in writing, to the concerned party and the Southern University Board of Supervisors.

B. Procedure by the Investigatory Panel

A formal hearing for dismissal will be preceded by a statement of reasons, and the individual concerned will have the right to be heard initially by the elected faculty hearing committee. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two (2) challenges without stated cause.

1. Pending a final decision by an investigatory panel, the faculty member will be suspended or assigned to other duties in lieu of suspension, only if immediate harm to himself/herself or others is threatened by his/her continuance.

Prior to suspending a faculty member, the administration will consult with the Faculty Grievance Committee on matters regarding the conditions of the

suspension. A suspension which is intended to be final is a dismissal, and will be treated as such. Salary will continue during the period of suspension.

2. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing.
3. The panel, in consultation with the appropriate vice chancellor and the faculty member, will exercise its judgment as to whether the hearing should be public or private.
4. During the proceedings the faculty member will be permitted to have counsel of his/her own choice.
5. A verbatim record of the hearing or hearings will be taken and a typewritten copy made available to the faculty member without cost, at the faculty member's request.
6. The burden of proof that adequate cause exists rests on the institution.
7. The faculty member will be accorded an opportunity to obtain necessary witnesses and documentation or other evidence.
8. The faculty member and the administration will have the right to confront and cross-examine all witnesses.
9. The panel will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.
10. The findings of fact and the decision will be based solely on the hearing record.
11. If the panel concludes that adequate cause of dismissal has not been established by the evidence in record, it will so report to the appropriate vice chancellor. If the vice chancellor rejects the report, he/she will state the reasons for doing so, in writing, to the panel and to the faculty member and provide an opportunity for response before transmitting the case to the chancellor. If the panel concludes that adequate cause for a dismissal has been established, but that a penalty less than dismissal would be more appropriate, it will so recommend with supporting reasons.

C. Financial Exigency or Discontinuance of Program

Termination pertaining to financial exigency or discontinuance of program will be in accordance with the Board of Supervisors' policy.

D. Medical Reasons

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by an appropriately appointed committee before a final decision is made by the Board of Supervisors on the recommendation of the administration.

E. Administrative Review

Any proposed termination of tenured faculty based on financial exigency, discontinuance of a program, or medical reasons shall be reviewed by a committee of tenured faculty before a course of action is decided.

Recommendations developed by the Committee shall be transmitted through appropriate channels to the Board of Supervisors. Tenured faculty may appeal to the Board of Supervisors, which shall be the final authority. The faculty committee shall be appointed by the appropriate vice chancellor and approved by the chancellor who is provided with complete information pertaining to the matter under consideration. Additionally, appropriate University officials may make themselves available to the Committee for the purpose of responding to questions and concerns which facilitate the structuring and comprehension of recommendations.

Following a decision not to reappoint an individual for other than cause, SUAREC will make every effort to assist the affected faculty member to secure a suitable position elsewhere.

If within a period of three years from the date of termination there should become available at the University a position for which a faculty member terminated because of financial exigency is suited, that faculty member will be offered the position and will be given a reasonable period of time in which to accept or to reject the offer.

F. Action by the Board of Supervisors

If dismissal or other severe sanction is recommended, the president will, on request of the faculty member, transmit to the board the record of the case. The board's review will be based on the record of the committee hearing, and at its option, provide the opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decision of the hearing committee will either be sustained, or the proceeding returned to the committee with specific directions. The Committee will then reconsider, taking into account

the stated directions and receiving new evidence if necessary. The board will make a final decision only after a review of the committee's reconsideration.

G. Procedures for Imposition of Sanctions Other than Dismissal

1. If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction.
2. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis for the proposed sanction and provide the faculty member with an opportunity to persuade the administration not to impose the proposed sanction. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, petition the faculty grievance committee for review and action as may be appropriate.

4.10 Notification of Termination

- A. Temporary Faculty Members** – No notice of termination is required for a temporary faculty position. The letter of appointment for such a position contains the termination date of the appointment, and no additional notice should be expected.
- B. Probationary Faculty Members** – written notice of termination of a probationary faculty member shall be provided in accordance with the following schedule:
1. No later than March 1 of the first fiscal year of service.
 2. No later than December 15 of the second fiscal year of service.
 3. At least twelve months before the expiration of an appointment after two or more years of service.
 4. A faculty member who has been denied reappointment may request that the reasons given for the non-renewal be confirmed in writing and that the matter be reviewed by a faculty committee not previously involved.
- C. Tenured faculty members** – when notice of the termination of a tenured faculty member is imminent, it must be preceded by a tenure review process which examines the cause for such termination as set forth in the policies and procedures of the Board of Supervisors.

4.11 Resignation

- A.** Except by agreement with the institution, a faculty member should not leave or be solicited to leave his position during the fiscal year for which he has accepted an appointment.
- B.** A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15th or 30 days after receiving notification of terms of his continued employment the following year, whichever date occurs later. When emergencies occur, a request to waive this requirement is in order.
- C.** It is required that the faculty member who has been approached with regard to another position inform the appropriate officers when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should be followed by prompt notice to the University and appropriate university check-out procedures.

4.12 Leaves of Absence

A. Procedures

1. University personnel may be granted leaves of absence when there is reason for doing so. Except in an emergency, requests for leaves of absence shall be made in writing on the appropriate form in sufficient time to obtain approval before the date the leave is to commence.

Failure to obtain authorization before leaving may be considered cause for disciplinary action and may result in the denial of any rebate which is due.

2. Forms for requesting leave of absence may be obtained from the program leaders, immediate supervisor, or the Human Resources Office.
3. The completed form is submitted to the program leader or immediate supervisor for action.
4. The form is transmitted to each level of authority until it reaches the officer having final authority to grant leaves. This officer shall act upon the form and shall expeditiously communicate the action to the originator of the request for leave.
5. When a request is disapproved, the disapproving officer shall communicate in writing to the applicant and to the officer at the next level of authority the reason for disapproval.

6. An applicant who expects to travel at University expense during the requested leave of absence should complete also a Travel Request Form (SU615) and submit it to the program leader or immediate supervisor.
 - a. Travel funds are assured only with prior authorization by the vice chancellor for research or the vice chancellor for extension.
 - b. Such authorization is granted only upon certification by SUAREC's budget office that funds are available in the account to which the charge will be made.
7. Compensation during periods of leave shall be in accordance with provisions stated in Executive Order #56 (January 1, 1974), Act 241 (1974 Regular Session), and Act 313 (1975 Regular Session), Chapter IX of the State Civil Service Rule and Regulations and Part III, Chapter III, of the Bylaws and Regulations of the Southern University Board of Supervisors (October 20, 1984).

B. Types of Leave

Leaves of absence fall into the following categories: educational, sabbatical, annual, sick, maternity, civil, emergency, special, military, compensatory, and other.

1. **Educational Leave**—By executing a Leave Form, faculty members may secure authorization to be absent to attend professional meetings, to serve on committees, and to engage in other activities which may serve the interest of the University. The Board of Supervisors makes the following provision for leaves of longer action:
 - a. Faculty members at the doctoral level shall enjoy the same privileges as those who do not hold the doctorate, except that such persons may engage in independent study or research. In those cases where the faculty members receive outside compensation for such study or research, then they are not eligible for leave with pay under this policy. No faculty member with less than a doctor's degree shall be entitled to a leave with pay in order to engage in independent study or research.
 - b. Every application shall specify:
 - (1) the period for which leave is requested,
 - (2) whether leave is requested for the purpose of professional or cultural improvement, or rest and recuperation,
 - (3) the precise manner, insofar as possible, in which such leave, if granted, will be spent,

- (4) a statement over the signature of the applicant that he or she agrees to comply with the provisions of the enactment. Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.
- c. Any applicant who, at the expiration of the semester in which he or she applies, shall be ineligible for the leave requested, or who has not complied with the provisions listed above, shall have his/her applications rejected. All other applicants may have their applications granted provided that all leaves requested in such applications can be taken without violating the following provision: at no time during the fiscal year shall the number of persons on leave exceed five percent of the faculty, except in cases of sick leave, where these percentages may be exceeded.
- d. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved.
- e. The normal compensation for the period of leave shall be at the rate of seventy-five percent of the salary that the individual received during the preceding fiscal year for the period of time that leave is applied for and granted. The individual shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the research and extension staff are paid and in the same manner.
 - i. Refusal by a faculty member to comply with provisions of this policy shall result in the forfeiture of tenure and ineligibility for increase of salary or promotion in rank until the requirement shall have been met.
 - ii. In accepting a leave of absence with pay, the faculty member shall be understood to assume a moral obligation to return to SUAREC for at least one year of further service.

Persons desiring leave under these provisions shall execute a Request for Leave of Absence Form – Southern University System.

- 2. **Sabbatical Leave** – This will be in accordance with established SU System policy.
- 3. **Annual Leave**—Annual leave is leave with pay granted to an employee for the purpose of rehabilitation, for restoration or maintenance of work efficiency or for transaction of personal affairs.
 - a. Annual leave is earned by full-time and part-time faculty members and by unclassified employees who are on fiscal year appointments.

- b. The amount of leave earned is based upon the number of years of full-time state service or equivalent.
- c. Leave is credited at the end of each calendar month in accordance with the following schedule:
 - (1) less than three years of service: at a rate of one day of annual leave per month, or the equivalent thereof in hours;
 - (2) at least three years but less than five years of service: at a rate of one and one-fourth days of annual leave per month, or the equivalent thereof in hours;
 - (3) at least five years but less than ten years of service: at the rate of one and one-half days of annual leave per month, or the equivalent thereof in hours;
 - (4) at least ten years but less than fifteen years of service: at the rate of one and three-fourths days of annual leave per month, or the equivalent thereof in hours;
 - (5) fifteen or more years of service: at the rate of two days of annual leave per month, or the equivalent thereof in hours.
- d. No twelve-month unclassified employee shall be credited with annual leave for any overtime hours, for any hour of leave without pay, or while the employee is on leave with pay. Such leave as is earned by an employee on leave shall be credited at the time of the employee's return to active duty.
- e. Accrued unused annual leave earned by an employee shall be carried forward to succeeding calendar years without limitation. Upon death, removal, retirement, or resignation, the employee or the estate of the employee may be paid for up to three hundred hours of accumulated annual leave.
- f. Requests for annual leave of less than two months may be acted upon by the chancellor or by a designee of the chancellor. Requests for annual leave exceeding two months must be acted upon by the president of the Southern University System. Requests for annual leave for a period equal to a semester or more must also be approved by the Board of Supervisors. The minimum charge to annual leave records shall be one-half hour.
- g. The chancellor, in consultation with the president, may require an employee under campus jurisdiction to take annual leave, provided the leave will not reduce the employee's accrued annual leave below the equivalent of thirty

working days. The president may require an employee of the University who works at the System level to take annual leave, provided the leave will not reduce the employee's accrued annual leave below the equivalent of thirty working days.

h. Application Leave Form SU 628 (R/180) is used to request annual leave.

4. **Sick Leave**—Application Leave Form SU 628 (R/180) is used to also request sick leave. Sick leave is leave with pay granted an employee who is suffering from an illness or disability which prevents the performance of usual duties or which requires medical, dental, or optical consultation or treatment. Sick leave is granted each employee in accordance with policies approved by the Board of Supervisors, with relevant State Statutes, or with Civil Service regulations, whichever are applicable.

a. The earning of sick leave shall be based on the equivalent of years of fulltime State service and shall be creditable at the end of each calendar month or pay period in accordance with the general schedule. If a contract period is less than twelve months but not nine, ten, or eleven months, a proportionate rate shall be used.

b. No employee shall be credited with sick leave for the calendar month of initial employment, during any calendar month in which the employee has been on leave without pay for ten or more working days, or while serving in the military forces. No classified or unclassified employee shall be credited with sick leave for any overtime hour, for any hour of leave without pay, or while on leave with pay, Sick leave as is earned by an employee on leave with pay or without pay will be credited to the employee at the time of return to active duty.

c. Unused sick leave earned by an employee shall be carried forward to succeeding years without limitation. When an employee moves from one State agency to another, accumulated sick leave is forwarded to the receiving agency for credit to the employee.

d. If an employee has exhausted all sick, annual and compensatory leave, an appointing authority may advance sick leave in an amount not to exceed twenty-two working days.

(1) The value of any advanced sick leave which has not been repaid at the time of the employee's separation from service for cause other than disability, death, or retirement shall be withheld from the final pay check or repaid in cash to the appointing authority unless the employee is moving to another State agency, in which case the advanced sick leave shall be forwarded to the receiving agency.

- (2) Upon separation caused by disability, death, or retirement, all advanced sick leave shall be cancelled.
- e. Upon death or retirement of an academic or unclassified employee, sick leave accrued shall be computed and the value thereof shall be paid to the employee or to the employee's estate.
 - (1) Such payment shall not exceed the value of twenty-five working days.
 - (2) Computation shall be on the basis of a five-day week and four-week month for personnel not employed on twelve-month contracts; it shall be on the basis of a five-day week and fifty-two week year for twelve-month employees.
 - (3) The rate of pay shall be the base rate the employee is receiving at the time of termination.
- 5. **Maternity Leave**—Maternity leave is leave without pay granted an employee when pregnancy or postpartum condition of the employee prevents the performance of usual duties.
 - a. An employee may use accrued sick leave or annual leave for maternity purposes.
 - b. Use of sick leave or annual leave for a postpartum condition is limited to six weeks unless a physician certifies the employee's inability to return to work at that time.
- 6. **Civil, Emergency, and Special**—An employee shall be given time off without loss of pay, annual leave, or sick leave when:
 - a. performing jury duty;
 - b. summoned to appear as a witness before a court, grand jury, or other public body or commission;
 - c. performing emergency civilian duty in relation to national defense;
 - d. the appointing authority determines that the employee is prevented by an act of God from performing assigned duties;
 - e. voting in a primary, general, or special election which falls on a scheduled work day, provided not more than two hours leave shall be allowed an employee to vote in the parish where employed, and not more than one day to vote outside the parish where employed;

- f. participating in a State Civil Service examination on a regular workday or taking an examination administered by the State licensing board if the examination is pertinent to the examinee's State employment status; or
- g. the chancellor determines that because of local conditions or other reasons it is impracticable for employees to work.

Application Leave Form SU 628 should be executed to request civil, emergency, or special leave.

7. Military Leave—Faculty members who are inducted into the armed forces for the United States shall be granted leave of absence without pay for the duration of service.

Individuals who are members of a reserve unit of the armed forces of the United States or of the National Guard shall be granted leave of absence without loss of pay, time, annual leave, or sick leave when ordered to active duty for field training or training.

- a. Normally, military leave for reservists or members of the National Guard shall not exceed fifteen working days in any calendar year. An appointing authority may grant a faculty member leave without pay for periods which exceed fifteen working days in a calendar year.
- b. A reservist ordered to active duty for an indefinite period of time in excess of field training is not eligible for leave with pay.

The request for military leave should be executed on Application Leave Form SU 628 (R/180).

8. Other Leaves—Leaves may also be granted under the following conditions:

- a. When a faculty member is absent from work due to disabilities for which he/she is entitled to workmen's compensation, the faculty member may, in addition to receiving workmen's compensation payments, use sick and/or annual leave not to exceed the amount necessary to receive total payments equal to the regular salary of the employee.
- b. When a faculty member is injured in the performance of duty and because of such injury is unable to perform regular duties, the faculty member's appointing authority may, with prior approval by the Commissioner of Administration, grant such disabled faculty member leave of absence with full pay during the period of disability without charge against the faculty member's benefits. (This only applies to employees in law enforcement police officers.)

- c. A faculty member will be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Such time off shall not exceed two days on any one occasion. Relationship of deceased must be shown on funeral leave application. Funeral leave is limited, by law, for a parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparent, or grandchild.

4.13 Holidays

Holidays shall be observed as provided by the University calendar, R.S. 1:55:B, and by any proclamation issued by the governor of Louisiana.

4.14 Outside Employment

Faculty members shall not engage in outside employment which adversely affects job performance or brings discredit to the University in any way. No faculty member shall use a position within the University for personal gain through outside employment, nor any faculty member use the name of the University to acquire an outside position.

4.15 Teacher's Retirement System of Louisiana

The Teacher's Retirement System of Louisiana (TRSL) serves thousands of active and inactive members, providing benefits to its retirees, survivors, and beneficiaries. TRSL is a self-funded state agency where TRSL members contribute a certain percentage of their salary to the System that is done on a pretax basis. Employers of TRSL contribute a percentage based on their employees' salaries to the System.

Unlike Social Security, TRSL members do not pay the old age portion of Social Security taxes and do not gain any Social Security retirement credits while working in a TRSL-eligible position.

TRSL provides a defined benefit retirement plan for its members and the benefit they receive is not determined by the amount of contributions they make to the System, but is determined by age, years of service, and highest average salary. The benefits are guaranteed for life by the Constitution of the State of Louisiana.

Member eligibility is based on full-time employees of parish and city school boards, except for bus drivers and maintenance personnel. In addition, full time unclassified public college, university, community college and technical college personnel hired after July 1, 1991 must become TRSL members. Unclassified positions include classroom teacher, professor, instructor, guidance counselor, principal, teacher aide, and school food service at a college/university, speech therapist, security guard at a local school board. Part-time employees are eligible if they have 10 or more years of retirement service credit.

Employees not eligible to join TRSL are seasonal, temporary and part-time employees with less than 10 years of retirement service credit. School bus driver/aide/monitor, or bus attendant, school maintenance employee, classified employees at college/university, non-resident aliens with J or F visas are also ineligible.

Full and detailed information about policies and provisions of the Retirement System may be obtained from the University's Personnel Office or by writing to Teachers' Retirement System of Louisiana, Box 44123 Capitol Station, Baton Rouge, Louisiana 70804-4123, or by telephoning (225) 925-6446 in Baton Rouge.

4.16 Evaluations

All faculty members in SUAREC shall be evaluated annually by program leaders or other appropriate personnel to determine performance as well as progress toward tenure and promotion. A faculty member holding collaborative appointments with SUBR and SUAREC will be evaluated by the collaborating institution according to the duties and responsibilities of the appointment. The results of the evaluation will be shared with the home institution. If the faculty's performance receives an unsatisfactory rating, the collaborating institution reserves the right to terminate the appointment at the end of the appointment period.

CHAPTER V

Faculty Personnel Matters

5.1 Salary Deductions

The standard deductions from the salary of a faculty member consist of federal and state income tax, payments of the State Teachers or other Retirement System, and group insurance premiums. Other deductions, at the faculty member's own request, are payments to the Southern Teachers and Parents Federal Credit Union, contributions to the United Givers fund, the Southern University System and Campus Foundations and to charities approved by the University to the extent of warranting deductions, dues for the Southern University Federation of Teachers, insurance and supplemental insurance premiums and benefits programs and payments for United States savings bonds.

5.2 Insurance

Group insurance, including health and life is available to all full-time University employees (working 75% - 30 or more hours per week – 120 or more consecutive days per year). The following persons may be enrolled as dependents:

1. your legal spouse;
2. your unmarried (never married) children under 21 years of age who are dependent upon you for support;
3. your unmarried (never married) children age 21 or older, but less than 24 years of age, who are enrolled and attending classes as full-time students and who are dependent upon you for support. (A full-time student is one enrolled in an accredited university, college, vocational, technical, or trade school or institute, or a secondary school, for the number of hours or courses considered to be full-time attendance by that school. **YOU MUST FURNISH PROOF OF FULL-TIME STUDENT STATUS OF A DEPENDENT EACH SEMESTER TO THE SYSTEM HUMAN RESOURCE OFFICE;**
4. natural born or legally adopted children of you or your spouse, dependent upon you for support;
5. children who have been placed with your family for adoption, by agency adoption contract or by irrevocable act of surrender for private adoption, who are living in your household and are or will be included as a dependent on your federal income tax return for the current or next tax year;
6. other children for whom you have been granted guardianship or legal custody who live in your household and are or will be included as a dependent on your federal income tax return for the current or next tax year; and

7. grandchildren for whom you do not have legal custody or guardianship, but who are dependent upon you for support and whose parent is one of your covered dependents.

The University pays a majority portion of the premium for health insurance as annually designated by the state, and one half of the premium for life insurance and the employee pays the other half. Included in the health coverage are comprehensive medical benefits, mental health and substance abuse and prescription drugs. Application submitted after 30 days are subject to preexisting medical provisions or denial which may be imposed by the office of group benefits. For specific information regarding health coverage, see the plan documents for specific insurance providers in the Office of Human Resources. Insurance coverage is **NOT** automatic; **IT MUST BE APPLIED FOR WITHIN 30 DAYS OF EMPLOYMENT** in the Office of Human Resources. Coverage for each employee who completes the applicable Enrollment Form and agrees to make the required payroll contribution is to be as follows:

1. If employment begins on the first day of the month, coverage is effective the first day of the following month;
2. If employment begins on the second day of the month or after, coverage is effective the first day of the second month following employment;
3. Employee coverage will NOT become effective unless the employee completes an application for coverage within 30 days following the date of employment. An employee who completes an application after 30 days following the date of employment will be considered an overdue or late applicant.

Confer with appropriate staff in the Office of Human Resources for information about the specific terms of coverage.

Group term life is available through the State Employees' Office of Group Benefits Program from a state of Louisiana designated carrier/provider. Eligible employees may choose Basic Life (\$5,000.00) or Basic Plus Supplemental Life Insurance (face amount of 1 ½ times the employee's annual salary, rounded to the nearest \$1,000; maximum face amount of \$50,000 on the employee). The life insurance includes special payment provisions for cases of accidental death or dismemberment, up to the age of 70 when it ceases. Optional life insurance for employees is available through the Office of Group Benefits for one, two or three times the amount of the current basic plus carried by the employee up to a total of \$150,000. The full premium of the optional life insurance is paid by the employee. Optional dependent life insurance is also available. Other conditions for life insurance coverage and benefits may be applicable. Persons should contact the Office of Human Resources for information about applicable specific terms of coverage and cost of premiums.

5.3 Social Security

Full-time, part-time, temporary, and seasonal employees who are not participating in a qualifying public retirement system by their employer are mandatorily covered by Social Security. State and local government employees hired after March 31, 1986, are subject to mandatory coverage of the Medicare-only portion of the Social Security tax.

If you worked for a federal, state or local government where you did not pay Social Security, the pension that you get based on that work may reduce your Social Security benefits. The benefits may be reduced in two ways: “government pension offset” and the “windfall elimination provision.” The government pension offset affects spouses or widow(ers). The windfall elimination provision is based on how your retirement benefits were calculated and the formula used to figure your benefit amount is modified, giving you a lower Social Security benefit.

Students do not have to pay Social Security if enrolled at the University. If the student is not enrolled in classes during the summer, spring or fall, but employed at the University, he/she will have to pay Social Security.

5.4 Pay Periods

Payday is the last working day of the month for twelve-month employees.

5.5 Travel and Travel Reimbursement

Professional travel is reimbursed on a funds available basis. Faculty members who wish to be reimbursed for professional travel shall submit a request for travel form two weeks prior to the date of the intended travel. In addition to the travel request form, a second form must be submitted to clarify who will cover (if any) classes that will be missed. The request for travel must be approved and notice given that funds are available in the budget designated to support the travel prior to the travel commencing.

The Assistant Vice Chancellor for Administration or SUBR campus publishes the Southern University Travel Procedures. A copy of this manual is normally issued to each new faculty member upon their initial employment, however, copies are available upon request.

Faculty members must use the Bank of America corporate card that is issued through Southern University for travel. This card is required for the reimbursement of all travel expenses. In addition, airline tickets must be booked through the State of Louisiana designated travel agency. Allowed travel expenses are reimbursed according to guidelines established by the State of Louisiana and Southern University. All faculty members who anticipate traveling must apply for the state’s corporate credit card.

NOTE: Individuals who desire to drive a university vehicle to a professional meeting must attend a State of Louisiana mandated Southern University sponsored defensive driving program.

CHAPTER VI

Research and Creative Activity Policies and Procedures

6.1 Guidelines for the Conduct of Sponsored Research and Extension Activities

Note: SUAREC complies with the following policies and procedures relating to Instructional Research where appropriate.

A. Committee for the Protection of Human Subjects

Federal regulations mandate that all research involving human subjects must be reviewed and approved by an Institution Review Board (IRB). The institution's IRB has the authority to approve, require modification in or disapprove all research activities, including proposed changes in ongoing, previously approved, human subject research. In addition, it has the authority to terminate the approval of ongoing, previously approved research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects. Thus, the purpose of SUBR IRB is to review and ensure that all research involving the use of human subjects adheres to the Federal regulations on protection of human subjects (Code of Federal Regulations, Title 45, Part 46 and the Belmont Report) and that the rights and welfare of the subjects are adequately protected.

While it is true that some research activities involving the use of human subjects are exempted from federal regulations, this decision is only to be made by the IRB not principal investigators or faculty advisors of student research. For both exempt and nonexempt research, any change(s) in methodology, protocol, or number, category or method of selecting subjects must be approved by the IRB before it takes place. To request a change, the principal investigator or faculty advisor of student research must file an application for a continuation review.

Presently, SUBR IRB strongly encourages investigators to become knowledgeable of their responsibilities in and Federal regulation on the use of human subjects in research. Information on these topics may be obtained by going to: <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>

B. Institutional Animal Care and Use Committee

The University and the Agricultural Research and Extension Center endorse the use of animals for research and educational programs that enhance the health and well being of humans and animals. However, the use of animals in teaching, research or service is a privilege. Such use carries unique professional, ethical and moral obligations.

Responsibilities to the animals include clean and adequate holding facilities, availability of proper food and water, trained animal maintenance personnel, appropriate veterinary care and appropriate use of anesthetics, analgesics and other comfort materials. The Public Health Service of the U.S. Department of

Health and Human Services requires that all institutions carrying out research, research training, experimentation, biological testing and teaching involving live vertebrate animals supported by the PHS adhere to the PHS Policy on Humane Care and Use of Laboratory Animals. Each institution is required to have an Institutional Animal Care and Use Committee (IACUC) that reviews all research and teaching protocols involving animals. At least once every six months, the IACUC reviews the institution's program for humane care and use of animals and inspects all of the institution's animal facilities. The IACUC is also responsible for providing training for those working with animals and establishing a mechanism for receipt and review of concerns involving the care and use of animals at the institution. The aim of the IACUC is to facilitate research and teaching programs while ensuring adherence to sound animal management and care practices.

Investigators planning to use animals in research or teaching are required to attend training before they start. In addition, before such research can be carried out, a detailed protocol must be reviewed and approved by the IACUC. No animals can be ordered nor can research or teaching with animals be started without IACUC approval and, if the research is not carried out in accordance with the approved protocol, the IACUC has the authority to suspend the project until it is in compliance.

C. University Biohazards Safety Committee

Biohazardous materials is a broad category that takes into account radioactive sources, blood borne pathogens, toxic chemicals, biological poisons, etc. The Biohazards Safety Committee (BSC) ensures that research is conducted in a safe environment for faculty, students and staff. In performing its role the committee helps to maintain the University's compliance with federal guidelines regarding the safe use of biohazardous materials.

BSC also (a) reviews research and teaching applications for compliance with established federal, state and local standards for safety; (b) develops and maintains documentation for safety procedures and protocols for the safe handling, storage, disposal and cleanup; (c) serves as a source of advice to researchers and supervisors and administrators on the safe use biohazardous materials; (d) remains up-to-date regarding the evolving awareness of potential dangers of biohazardous materials.

D. Institutional Recombinant DNA Research Committee

The Institutional Recombinant DNA Research Committee is charged with ensuring and reviewing proposed and current recombinant DNA research conducted at or sponsored by Southern University for compliance with NIH Guidelines and approving those projects that comply with the Guidelines. The review shall include: (i) assessment of the physical and biological containment levels required by the NIH Guidelines for the proposed research; (ii) assessment of the facilities, procedures, practices, training and expertise of the personnel involved in the recombinant DNA research; (iii) assurance that the Principal Investigator is familiar with the current NIH Guidelines and agrees to abide by

their stated provisions; and (iv) ensuring compliance with all surveillance, data reporting, and adverse event reporting requirements as set forth in the NIH Guidelines.

Complete NIH Guidelines for Research Involving Recombinant DNA Molecules can be accessed at <http://www.od.nih.gov/oba/rac/guidelines/guidelines.html>. Individuals conducting research involving recombinant DNA at Southern University must adhere to these guidelines, irrespective of the research- funding source. Compliance with the Guidelines is mandatory. **NOTE:** More detailed information for each component can be procured from the chairperson of each subcommittee.

6.2 Policy on Misconduct in Research

The primary responsibility for detecting, investigating, reporting and resolving allegations of alleged scientific misconduct rests with the University, and it must promptly initiate an inquiry in any alleged misconduct brought to its attention. Misconduct in research refers to (1) deviation from practices which are reasonable and commonly accepted within the scientific community, (2) failure to comply with Federal and State requirements and (3) failure to meet other requirements governing research.

A. Process for Inquiry

This process is initiated by a written report made by a complainant to the research program leader who must refer the matter to the vice chancellor for research within ten working days of receipt thereof with or without comment. The person accused of the misconduct will be notified. If the allegations are determined by the vice chancellor for research to warrant an inquiry, the matter will be referred to a committee of peers. The committee will review the allegations and make a written report within 30 working days and recommend to the vice chancellor for research whether or not an investigation should be conducted. The vice chancellor for research will recommend to the chancellor whether to terminate the inquiry or proceed with a formal investigation. If the vice chancellor for research determines that there is not sufficient basis for pursuing the allegations, a recommendation will be made to the chancellor to consider the matter closed. Inquiry results and the chancellor's decision will be made available to the individual(s) accused, to the person(s) making the allegations, and to the committee conducting the inquiry. However, if the vice chancellor for research deems that a more thorough investigation is warranted, a recommendation will be made to the chancellor to assemble an investigative committee. If the chancellor concurs, a more thorough investigation will be authorized and the chancellor will notify the Federal agency which sponsors the individual's research. The investigative committee will formulate a written report detailing its findings within 90 days of its appointment and forward it to the vice chancellor for research. The investigative committee may make a recommendation regarding administrative action to be taken. The vice chancellor for research will make a

recommendation to the chancellor for appropriate administrative action. The sponsoring agency will be notified of the outcome of the investigation.

B. Consequence of Research Misconduct

Research misconduct, if proven, could lead to withdrawal of associated pending abstracts and manuscripts, termination of project, written reprimand and employment termination.

APPENDIX A

Guide for Quantitative Evaluation: Promotion and Tenure for Faculty in the Center

Promotion from one major rank to the next and the granting of tenure shall be based on the following criteria:

- I. Professional training and experience**
- II. Scholarly mission-based research and extension programs**
- III. Scholarly publications and dissemination of information**
- IV. Professional activities and community service**
- V. University Service**

The system for granting promotion and tenure makes it necessary for an applicant for promotion and tenure to be given a quantitative evaluation on each criterion listed. A point scale is assigned to each criterion and to the sub-categories thereof, and a minimum number of points is required for favorable consideration. The criteria are listed in order of descending value, and under each heading categories are again listed in order of descending value.

I. Professional Training and Experience – 15 points

A. Educational Attainment

- 1. Attainment of earned terminal degree
 - a. in related discipline of assignment – 8 points
 - b. not in related discipline of assignment – 6 points
- 2. Completion of all but dissertation (within the last five years) – 4 points
- 3. Earned specialist degree or completion of 24 semester hours of graduate work above the master's degree in related discipline of assignment and in a degree program – 2 points
- 4. Earned master's degree – 1 point

B. Experience

- 1. Research
 - a. College or university level – $\frac{1}{2}$ point per year up to 20 years
 - b. Non college or university level – $\frac{1}{4}$ point per year up to 16 years
 - c. Other professional experience in research and/or extension – $\frac{1}{4}$ point per year up to 16 years
- 2. Extension
 - a. College or university level – $\frac{1}{2}$ point per year up to 20 years

- b. Non college or university level – ¼ point per year up to 16 years
- c. Other professional experience in research and/or extension – ¼ point per year up to 16 years

C. Non-degree study:

Formal or informal course work related to discipline and assignment, travel, participation in conferences, workshops, etc., over the past five years – 3 points

II. Scholarly mission-based research and/or extension – 40 points

A. Research and/or extension projects

- 1. Approved projects over the past five years – 4 points per project up to five projects.
- 2. Periodic and technical reports
 - a. Annual progress reports – 1 point each over five years
 - b. Technical reports – 3 points each over five years

B. Dissemination of research results through educational programs

- 1. Planned programs – 4 points each over five years
- 2. Deliver programs – 4 points each over five years
- 3. Evaluation of programs and follow-up – 4 points each over five years

III. Scholarly publications – 30 points

A. Research completed over the past five years

- 1. Book published or accepted for publication–10 points, co-authorship (½ credit)
- 2. Article published or accepted for publication
 - a. Refereed journal – 10 points
 - b. Non-refereed journal – 5 points
 - c. Co-authorship (½ credit)
- 3. Published abstracts, annotated bibliography, reviews, handbooks and brochures

- a. National – 5 points
- b. Regional – 3 points
- c. Local – 2 points
- d. Co-authorship – (½ credit)

B. Editorial Involvement

- 1. Editor of a refereed journal or chairperson of an editorial board – 10 points
- 2. Editor of non-refereed journal or chairperson of editorial board – 5 points
- 3. Chairperson of a review board – 5 points
- 4. Member of an editorial staff or board of a refereed journal – 5 points
- 5. Member of an editorial staff or board of a non-refereed journal – 2.5 points
- 6. Member of a review panel – 2.5 points

IV. Professional activities and community service – 20 points

A. Professional activities – 15 points

- 1. Service as an officer in a leading professional organization at the
 - a. international or national level – 2.5 points per office
 - b. regional or state level – 1.5 points per office
 - c. local level – 1 point per office

Total is not to exceed 5 points

- 2. Service on a committee of a professional organization as
 - a. Chairperson
 - National – 1.5 points each
 - Regional – 1 point each
 - Local - .5 points

Total is not to exceed 4 points

- b. An active member - .5 points each

Total is not to exceed 4 points

- 3. Presentation at seminars, conventions or conferences

National – 4 points each
Regional – 2.5 points each
Local – 1 point each

Total is not to exceed 4 points

4. Attendance at professional meetings at the
 - a. international or national level – 1.5 points each
 - b. regional or state level – 1 point each
 - c. local level - .5 point each

Total is not to exceed 2.5 points

5. Securing of grants – 2.5 points per grant

Total is not to exceed 5 points

6. Active membership in honor societies or professional organizations - .5 points each

Total is not to exceed 1.5 points

B. Community service over the past five years – 5 points maximum

1. Service as an active member of a community public body having constitutional status or governmental authority as
 - a. An officer
President – 2 points
Vice President – 1.5 points
Secretary or Treasurer – 1 point
All other officers - .5 point
 - b. Chairperson of a committee but not an officer – 1.5 points
 - c. An active member only – not an officer or chairperson – 1 point
- b. Participation in community service activities – working for charitable or civic causes, making monetary contributions, attending or participating in programs or meetings on matters of community interest, etc. – in other than membership capacity – 2.5 points
- c. Participation in a civic service, or religious organization – voters' leagues, scouts, Kiwanis, sodality, etc. – as
 - a. An officer

President – 2 points

Vice President – 1.5 points
Secretary or Treasurer – 1 point
All other officers - .5 point

- b. A committee chairperson not an officer – 1.5 points
- c. An active member not an officer or chairperson of a committee – 1 point

V. University Service at SU Ag Center over the past five years – 10 points

A. Chairperson of a standing committee at

- 1. SU Ag Center level – 1.5 points per appointment
- 2. Program or department level – 1 point per appointment

Total is not to exceed 3 points

B. Active member, other than chairperson, of standing committee at

- 1. SU Ag Center level – 1 point appointment
- 2. Program or department level - .5 points appointment

Total is not to exceed 4 points

C. Member of SU Ag Center Ad Hoc Committee – 1 point each

Total is not to exceed 4 points

D. Other officers or committee chairpersons for Faculty Senate – 1 point per term

Total is not to exceed 2 points

E. Acting as consultant for or participating in University programs in areas outside of the faculty member's assigned responsibilities, including the assumption of extra class loads without pay or with reduced pay – 1.5 points

Total is not to exceed 3 points

F. Participation in teaching and other academic activities

Total is not to exceed 5 points

APPENDIX B

**Table for Promotion in Rank and Tenure
For SU Ag Center Faculty Members**

Criteria	Total Points Possible	Assistant Professor to Associate Professor	Associate Professor to Professor
Professional Training and Experience	15	10	12
Scholarly mission-based research and extension programs	40	35	35
Scholarly publications and dissemination of information	30	15	20
Professional activities and community service	20	12	15
University Service	10	5	8
TOTALS	115	77	90*

*** These figures represent the total points needed for promotion from one respective rank to the next. These figures also represent the minimum needed in each criterion.**

APPENDIX C

Required Extension Education Courses

As a condition of employment, all Extension professional faculty hired at the ranks of assistant agent and above and assistant professor and above are required to enroll in and satisfactorily complete designated Extension Education courses within their first 2 years of employment.

Required courses are dependent upon date of employment, position and degree earned at official appointment date.

Field agents hired on or after July 1, 2004 with a baccalaureate degree or masters degree at the assistant agent level or above are required to take HRE 7122 Program Development (3 credits) **and** HRE 7622 Program Evaluation (3 credits). Faculty hired at the assistant professor level or above with a doctoral degree on or after July 1, 2004 take only HRE 7622, Program Evaluation.

Faculty hired prior to July 1, 2004 with a baccalaureate degree are required to take HRE 7122 Program Development (3 credits) **and** HRE 7622 Program Evaluation (3 credits). Faculty hired prior to July 1, 2004 with a masters or doctoral degree are required to take HRE 7122, Program Development.

Faculty members must apply to LSU Graduate School either as a non-matriculating student or a regular graduate student and register to take the required course(s) at the first available opportunity, keeping in mind that both courses must be completed during the first 2 years of employment. Guidelines for both graduate school applications can be found at: [http://appl003.lsu.edu/grad/gradschool.nsf/\\$Content/Applications?OpenDocument](http://appl003.lsu.edu/grad/gradschool.nsf/$Content/Applications?OpenDocument)

Effective, July 1, 2004 all faculty members lacking these courses, except those possessing a terminal degree are required to take the relevant courses for a grade and credit. Satisfactory completion of the required courses requires faculty members to receive a grade of "B" or better. If a lower grade is received, the faculty member must retake the class the next time it is offered at the faculty member's own expense. Faculty members who already have a Ph.D. may audit the course. The required courses are offered at Louisiana State University, Baton Rouge, through the distance education network.

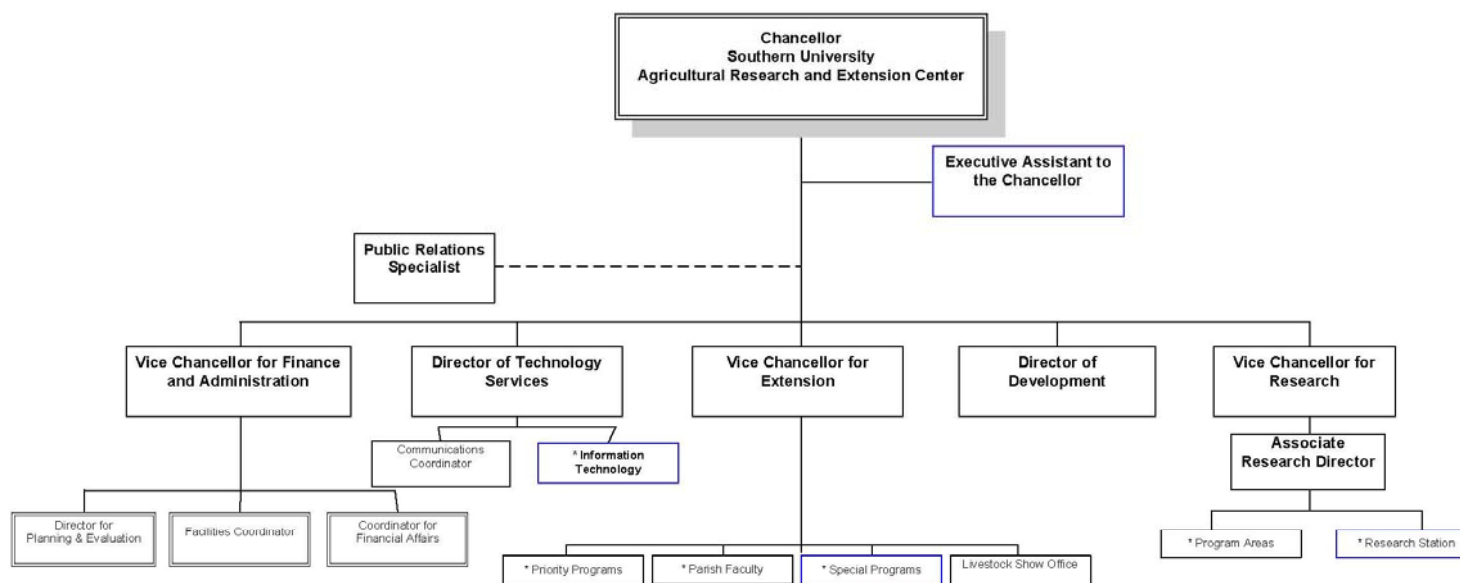
Tuition and tuition-related expenses, including the utility surcharge, technology fees and academic excellence fees will be paid by SUAREC. However, application fees, late registration fees, library fines, parking fees, books and materials required for the courses will be the responsibility of the faculty member. In the event that a faculty member does not complete the required course after the tuition has been paid, the employee will be responsible for reimbursing Extension in the amount of the tuition and related fees paid. The coordination of registration for these courses and the payment of tuition and tuition-related fees will be handled through Institutional Research and Organizational Development (IROD).

Note that this policy does not apply to Extension Associates. Any deviation from this policy requires the recommendation of IROD and the approval of the Vice Chancellor for Extension. This policy was approved by the chancellor for SUAREC on July 1, 2004.

Figure 1

APPENDIX D

SUAREC Organizational Chart



Southern University
Agricultural Research and Extension Center
 Office of the Chancellor
 Organizational Structure