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INTRODUCTION

LSU and Agricultural & Mechanical College

“As the flagship institution of the state, the vision of Louisiana State University is to be a leading research-extensive University, challenging undergraduate and graduate students to achieve the highest levels of intellectual and personal development. Designated as a land-, sea-, and space-grant institution, the mission of Louisiana State University is the generation, preservation, dissemination, and application of knowledge and cultivation of the arts.

“In implementing its mission, LSU is committed to:

- offer a broad array of undergraduate degree programs and extensive graduate research opportunities designed to attract and educate highly qualified undergraduate and graduate students;
- employ faculty who are excellent teacher-scholars, nationally competitive in research and creative activities, and who contribute to a world-class knowledge base that is transferable to educational, professional, cultural, and economic enterprises; and
- use its extensive resources to solve economic, environmental, and social challenges.”

(Mission Statement approved December 2006’ reaffirmed October 2012)

Historical Perspective

Louisiana State University and Agricultural & Mechanical College originated in grants of land made by the U.S. government beginning in 1806. In 1853, the Louisiana General Assembly established the Louisiana State Seminary of Learning and Military Academy near Pineville, Louisiana. The institution opened January 2, 1860, with General William Tecumseh Sherman as superintendent. Because of the Civil War, the school closed June 30, 1861, and reopened on April 1, 1862, with Col. William Linfield as acting superintendent. He was succeeded in 1863 by Professor William A. Seay. Because of the invasion of the Red River Valley by the Federal Army, the institution was closed again on April 23, 1863.

The Seminary reopened October 2, 1865, with Col. David F. Boyd as superintendent. The Seminary was destroyed by fire on October 15, 1869, and reopened on November 1, 1869, in Baton Rouge, where it has remained. In 1870, the name of the institution was changed to Louisiana State University.
The *Louisiana State Agricultural & Mechanical College*, established by an Act of the Legislature in 1874, opened in New Orleans on June 1, 1874, where it remained until it merged with Louisiana State University on January 2, 1877. The two state institutions began their first joint session on October 5, 1877, under the name of *Louisiana State University and Agricultural & Mechanical College*.

The first Baton Rouge home of the newly named institution took up residence at what was the Institute for the Deaf, Dumb, and Blind. In 1886, the institution moved to the federal garrison grounds (now the site of the State Capitol). Construction of the campus at its present site started in 1922, and the move, which began in 1925, was not completed until 1932. Formal dedication of the present campus took place on April 30, 1926.

LSU’s chief academic divisions were founded as follows: **Law School**, 1906; the **College of Agriculture**, 1908; Arts & Sciences (renamed the **College of Humanities & Social Sciences** in 2010), Education, (renamed the **College of Human Sciences and Education** in 2012), 1909, **Engineering**, 1908; the **Graduate School**, 1909; **Continuing Education**, 1924; the College of Business Administration (renamed the E. J. Ourso College of Business Administration in 1996; renamed the E. J. Ourso College of Business in 2005), 1928; the Center for Wetland Resources (renamed the Center for Coastal Energy and Environmental Resources in 1991; renamed the **School of the Coast and Environment** in 2001), 1970; the College of Chemistry & Physics (renamed the College of Basic Sciences in 1982; renamed the **College of Science** in 2010), and the School of Music (renamed the **College of Music & Dramatic Arts** in 1998), 1931; Junior Division (incorporated into **University College** in 1999), 1933, University College (incorporated into General College in 1974 and reinstated in 1999), 1951; the School of Environmental Design (renamed the College of Design in 1979; renamed the **College of Art & Design** in 2001), 1965; the **School of Veterinary Medicine**, 1968; and the Graduate Division of Education (merged with the Graduate School in 1982), 1970. In 1977, the **Hebert Law Center** (formerly the Law School) was made an autonomous unit of the LSU System.

In 1978, LSU was named a sea-grant college—the 13th university in the nation to be so designated, and the highest classification in the program. In 2005, LSU was designated as a space-grant college.

**LSU Today**

LSU holds a prominent position in American higher education and is committed to meeting the challenge of pursuing intellectual development for its students, expanding the bounds of knowledge through research, and creating economic opportunities for Louisiana. LSU is in a state of dynamic transformation—changing and evolving to meet the needs of its students, faculty, and the people of Louisiana. Enriched by Louisiana’s natural and cultural distinctiveness, the community of learning at Louisiana’s national flagship university prepares students to meet the environmental, social, economic, scientific, creative, and educational challenges that confront us locally and globally in the 21st century. LSU Flagship 2020: Transforming Lives underscores the university’s
commitment to excellence at every level and focuses on the goals of learning, discovery, diversity, and engagement.

LSU is designated as a land-, sea-, and space-grant institution. It also holds the Carnegie Foundation’s designation as a Research University, reflective of LSU’s very high research activity.

The College of Human Sciences and Education

During the 2010-2011 fiscal year, the University focused discussions on ways to combine units while capitalizing on shared resources and expertise with the long-range goal of saving money through greater efficiencies. One of the primary objectives was to align units with similar programmatic missions. In August 2011 then Executive Vice Chancellor & Provost John Maxwell Hamilton, Vice-Provost Jane Cassidy and Interim Dean Laura F. Lindsay hosted a series of more than sixty conversations with deans, directors, department chairs, faculty, staff, and advisory board members of selected colleges and schools to gather information and to determine if these realignments made sense.

As the result of these conversations, LSU proposed a high profile college to the LSU Board of Supervisors and the Louisiana Board of Regents that would have a major impact on the quality of life of the citizens of Louisiana in the areas of education, mental health, health and wellness, and social and human sciences. The LSU Board of Supervisors approved the new college December 9, 2011; the Board of Regents approved the proposal in February 2012. Under the leadership of founding Dean Laura F. Lindsay, the new College became official on July 1, 2012.

Profile of the College
About the College:

The College of Human Sciences and Education houses six vibrant schools in a parallel structure: The School of Education (SOE), The School of Human Resource Education and Workforce Development (SHREWWD), The School of Kinesiology (SOK), The School of Library and Information Science (SLIS), The School of Social Work (SSW), and the University Laboratory School (ULS). Each is headed by a Director who reports to the Dean of the College of Human Sciences and Education.

A copy of the board proposal and profile of the College of Human Sciences and Education can be found in Appendix A.
SECTION I: VISION, MISSION AND GOALS

CHSE 2012-2017 STRATEGIC PLAN

The College developed its 2012-2017, five-year strategic plan in concert with the University Strategic Plan 2020. Faculty and staff worked to develop the vision, mission and goals through a continuous process that included a SWOT analysis by each school and by the college as a whole, participation in and review of the vision, mission, goals, strategies and performance indicators on the school and college level as well as during the college fall and spring retreats, a community Moodle site for online posting of a materials and online solicitation of feedback from faculty and the staff and periodic reviews by and feedback from the College-wide Planning Committee (CPC). In addition the Dean visited each of the schools, met with and collected feedback from the Peabody Society and had the plan draft reviewed by university planning experts and shared their suggestions at the retreats.

Since the performance indicators (PI) in this plan are continuously adjusted throughout the planning and evaluation process to ensure that the college’s programs are competing with their peers, the PIs are not included in this manual. The PIs and the college’s progress can be found posted on the college community Moodle site and are based on two criteria: 1) the PI is key to determining each program’s success based on peer comparisons or 2) the information is considered a university performance indicator (UPI). The College vision, mission and goals can be are found below.

I.1 Vision: By 2020 the College of Human Sciences and Education will be recognized by leading organizations in the professions for

- its local, national and international contributions to knowledge, policy and practice through its research and published scholarship;
- preparing diverse, knowledgeable, engaged and ethically grounded professionals; and
- empowering individuals and organizations through development, stewardship and collaborative community partnerships to improve their quality of life throughout the lifespan.

I.2 Mission: The LSU College of Human Sciences and Education has a direct impact on the complex human issues and policy decisions faced by communities throughout the state of Louisiana, the nation and the world. Each of its six schools builds upon the rich legacy of LSU’s Land Grant mission, preparing professionals to be leaders in their fields by advancing human cognitive, social, emotional, communicative and physical development across the lifespan. The faculty and staff accomplish this mission through research; preschool, K-12, undergraduate and graduate degree programs; professional service and community and international engagement.
The College of Human Sciences and Education values scholarship, collaboration, diversity, engagement and lifelong learning.

I.3 Goals:

1. Discovery/Research: The College of Human Sciences and Education participates in LSU’s research-intensive mission by producing research and published scholarship that advance knowledge and provide new insights into theory, policy and practice.

2. Teaching/Learning: The College offers innovative and challenging programs that attract students with the potential to excel and that prepares them to be leaders in their communities and professions.

3. Diversity: The College commits to developing and nurturing the cultural competence of students, faculty and staff by creating vibrant and diverse educational and professional environments.

4. Engagement: The College advances the effectiveness of professional and community organizations through faculty and student engagement in state, national and international service.

5. Stewardship and Development. The College cultivates and invests resources to maximize the impact of discovery/research, teaching/learning, professional service and community engagement throughout Louisiana as well as national and international populations.
SECTION II: ADMINISTRATIVE ORGANIZATION

II.1 Academic Structures

II.1.1 College

The College of Human Sciences and Education (CHSE) is comprised of six schools in a parallel structure. These schools are, in alphabetical order: The School of Education (SOE, formerly the Department of Educational Theory, Policy, and Practice), the School of Human Resource Education and Workforce Development (SHREWD), the School of Kinesiology (SOK, formerly the Department of Kinesiology), the School of Library and Information Science (SLIS), the School of Social Work (SSW), and the University Laboratory School (ULS). Each school is headed by a director who reports to the dean of the College of Human Sciences and Education.

Appendix B provides an organization charts that depicts the College of Human Sciences and Education.

II.1.2 Schools

II.1.2.1 School of Education (SOE)

The SOE offers courses and educational experiences to prepare undergraduate and master’s students to assume positions as teachers; provides courses, educational experiences and guidance to prepare graduate students to assume instructional, counseling, supervisory, administrative, research, and support positions in a range of educational environments; and engages in and disseminates research and scholarship to improve instructional processes and outcomes. Offering both graduate and undergraduate programs, the School offers the following degrees: B.S. Early Childhood Education PK-3; B.S. Elementary Education Grades 1-5; M.A.T. Elementary Education Grades 1-5, M.A.T. Secondary Education Grades 6-12; M.A. Education; M.Ed. Counseling; M.Ed. Curriculum and Instruction; M.Ed. Educational Leadership; M.Ed. Special Education; M.Ed. Special Education Gifted; Ed.S. Education; Ph.D. Educational Leadership and Research; and the Ph.D. in Curriculum and Instruction. SOE academic programs are accredited by the National Council for Accreditation of Teacher Education and the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
The School of Education is headed by a director, associate director, assistant director, a graduate coordinator, and two divisions with coordinators. The Division of Curriculum and Instruction consists of faculty and staff who perform research and teach in the B.A., B.S., M.A.T., M.Ed., M.A., and Ph.D. programs for PK-12; coordinate teacher certification programs; and create educational partnerships on the state and parish levels. The Division of Leadership, Counseling and Research includes the respective programs in these areas.

II.1.2.1.a. Office of Field Experiences
The Office of Field Experiences coordinates field and clinical experiences for P-12 teaching candidates in the School of Education’s initial certification programs, including collaborative secondary concentrations in the College of Humanities & Social Sciences and the College of Science. Functions of the Office of Field Experiences include.

- Ensuring that program, University, state, and national standards are met during clinical experiences
- Providing a support system for university faculty who guide teaching candidates
- Serving as a primary link between University and school partners who provide field experiences in multiple and diverse school settings

The Office of Field Experiences is staffed by a Coordinator of Field Experiences and an Administrative Program Specialist A.

II.1.2.2 School of Human Resource Education and Workforce Development (SHREWD)
The mission of the School of Human Resource Education and Workforce Development is to prepare professionals who train, educate, and lead people in developing human capital for the workplace at the local, state, national, and international levels. The scope of this mission includes two major areas: human resource and leadership development for business, government, and industry and workforce development. The School’s programs address organizational development and change, training and retraining, globalization/internationalization, environment and health, the changing workplace, technological
evolution, communication skills, workplace literacy and diversity, and career change.

At the graduate level the School offers the Ph.D. degree in Human Resource Education and the M.S. degree in Human Resource Education. Students may also pursue a B.S in Human Resource Education

In addition to the B.S. degrees, students can pursue an undergraduate minor in “Leadership Development.” Recently, the School received approval from the Louisiana Board of Regents to offer both the master’s and doctoral degrees through distance delivery.

II.1.2.3 School of Kinesiology (SOK)
The School of Kinesiology offers programs that advance the understanding of physical activity, sport, and health to optimize the quality of life across the lifespan. Its degrees include the B.S. in Athletic Training, B.S. in Kinesiology, B.S. in Sport Administration, M.S. in Kinesiology, and Ph.D. in Kinesiology. Areas of study at the undergraduate level are Athletic Training, Human Movement Science, K-12 Health and Physical Education Teacher Certification, Fitness Studies, Sports Studies, and Sport Commerce and Sport Leadership. The athletic training program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The K-12 Health and Physical Education Program is nationally recognized by the National Association for Sport and Physical Education of the Society of Health and Physical Educators (NASPE/SHAPE), which is the Specialized Professional Association designated by the National Council for Accreditation of Teacher Education (NCATE). The B.S. in Sport Administration, approved in 2009, has grown rapidly and is eligible to pursue accreditation through the Commission on Sport Management Accreditation (COSMA).

Specializations at the graduate level are exercise physiology, motor behavior, pedagogy and psychological sciences, and sport management. Sixteen tenure/tenure track faculty plus five professional practice faculty and five instructors offer courses leading to the completion of the B.S., M.S., and Ph.D. degrees.

II.1.2.4 School of Library and Information Science (SLIS)
The School of Library & Information Science produces qualified individuals for positions of responsibility in public and private
libraries, archives, and other information organizations that provide a diversity of services to their user communities and contribute to the advancement of knowledge in these fields. The School offers the only accredited Master of Library & Information Science (MLIS) degree program in Louisiana, serving the entire state and the surrounding region. The areas of study include Academic Libraries, Archives Management, Collection Management, Electronic Information Retrieval, Information Systems Analysis, Public Libraries, Special Libraries and Information Centers, Technical Processes, Youth Services, Health Sciences Information Centers, School Library Certification, Library and Information Science/Systems Science Joint Degree, Library and Information Science/History Joint Degree. The School has offered the MLIS degree as a distance education option since 1996 and introduced an entirely online option in 2011.

II.1.2.5 School of Social Work (SSW)
Founded in 1937, the School of Social Work has been continuously accredited since 1940 by the Council on Social Work Education (CSWE). The School of Social Work prepares social work professionals to serve diverse, vulnerable, and impoverished populations in Louisiana and the Delta region. At the undergraduate level the School prepares students to work in human services and child development settings or to attend graduate or professional school. The School offers the Master's degree (MSW) and a PhD degree in Social Work and the B.S. degree in Child and Family Studies. The School is led by a Director, MSW director, PhD program director, and a Child and Family Studies program director.

II.1.2.5.a. Office of Field Education
The LSU School of Social Work folds field practicum into the educational thrust of the MSW program, maintaining its centrality to the School mission and its relevance to course work. An integral part of social work education, field education is an experience which not only employs community agencies and programs as learning laboratories for students but represents the central form of instruction and learning. The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practice setting (CSWE-EPAS, 2009).
Field placements expose students to the broad field of social work, as well as to a wide range of experiences. The internship experience is directly related to classroom learning and serves to synthesize theory and practice. Through this experience students gather more information about their commitment to social work values and ethics and their professional identity. Becoming a professional social worker demands that a student embarks on an exploration of challenging theories, analyses of policies and programs, and self-examination as he or she uses new information to deal with the complex problems presented in professional social work field education. The Office of Field Education is dedicated to providing the highest level of field education experiences for our students and supervisors. The Office of Field Education is staffed by the Associate Director of the School – Field Education and an Assistant Director of Field Education.

II.1.2.6 University Laboratory School (ULS)

Founded in 1915 as the University Demonstration School for the College of Education, the University Laboratory School offers programs across the K-12 spectrum and serves as a center for educational innovation and research. The School also offers clinical teaching experience for pre-service teachers. ULS receives operating funds from the state through the Minimum Foundation Program and student tuition. Students enroll through a selective admission process that, among other factors, considers academic readiness, diversity, and sibling status.

The University Laboratory School initiated the first International Baccalaureate (IB) Diploma Program in Louisiana. IB is a model curriculum that stresses creativity, inquiry, service, and internationalism. Juniors and seniors may choose the complete IB Diploma Program or enroll in individual IB courses along with other college-preparatory classes. Eighty percent of Lab School students take at least one IB course. Students are also given the opportunity for college credit through dual enrollment arrangements that simultaneously provide high school and college credit.

All instructors at the Lab School have master’s degrees or a doctorate and hold certificates in their fields of expertise. Many ULS teachers are National Board certified and certified student-
teacher supervisors. A number of instructors have received top local and national awards and honors, such as Presidential Teaching Awards in Math and Science and the Louisiana Teacher of the Year. The Louisiana Department of Education recognized ULS as a School of Excellence. University Lab elementary and middle school students exceed the state average scores in English/Language Arts, math, science, and social studies (Louisiana Educational Assessment Program).

II.2 College Support Structures

II.2.1 Advocacy and Community Outreach
The Office of Advocacy and Community Outreach coordinates the college's advocacy efforts and strategic partnerships as well as represent the college's interests related to external publics. The position provides support and counsel to the dean, directors, faculty and senior administrators and staff regarding community outreach initiatives. The Director of Advocacy & Community Outreach reports to the Dean.

II.2.2 Communications and Public Relations
The Office of Communications and Public Relations exists to inform state, national and international constituents about the excellence in teaching, research, scholarship and engagement exemplified by the LSU College of Human Sciences & Education. The Director of Communications and Public Relations reports to the Dean and is responsible for coordinating the College's communications in relation to the overall external relations initiatives including advancement, development, donor/alumni relations, and strategic academic marketing. The office is staffed by a Director, Graduate Assistant and 2 Interns.

II.2.3 Development and Alumni Relations
The Office of Development and Alumni Relations is responsible for providing the development program needs of assigned academic units of CHSE, with emphases on annual, major and principal gifts from individuals. Under the direct oversight of the Dean, the office works closely with the college administrative team, the directors of the academic units, and the development staff in the planning and execution of a comprehensive college development program. The office is staffed by a Senior Director of Development, an Associate Director of Development, and an Associate Director for Annual Giving and Alumni Relations.

II.2.4 Finance and Research Administration
The Office of Finance and Research Administration (OFRA) assists faculty in securing and administering externally funded research through sponsored program (grant) and corporate and foundation (philanthropic) activities, centralizes the sponsored program efforts of the College, serves
as an important resource to faculty, and provides necessary one-stop-shop assistance in important extramurally-funded areas such as the following.

- Identifying available funding sources
- Offering technical assistance to faculty on proposal preparation
- Submitting proposals through the University to the sponsoring agency
- Providing comprehensive support to principal investigators (PIs) in all areas of grant administration, including procurement of sponsored project goods and services; appointment of sponsored project staff; coordination of sponsored program activities such as conferences, travel, and other events
- Maintaining project accounts and financial reports for use by PI in project decision-making
- Serving as liaison between the PI, the University and/or the LSU Foundation, and the sponsoring agency
- Providing expertise in hosting and planning various seminars, workshops, forums and conferences.

Under the auspices of the Assistant Dean for Finance and Administration, the Office of Finance and Research Administration is staffed by a Director of Finance and Research Administration, Manager for Post-Award and Accounting, Manager for Human Resources and Accounting, Manager for Professional Education, and Coordinator of Grants for Post-Award Administration.

II.2.5 Marketing for Academic Programs and Professional Education
The Office of Marketing for Academic Programs and Professional Education is responsible for providing leadership in the development and implementation of strategic marketing plans to increase the visibility of the college’s academic programs and opportunities for professional education and life-long learning. Under the direct oversight of the Dean, the office is staffed by a Director.

II.2.6 Social Service Research and Development
The Office of Social Service Research and Development (OSSRD), an interdisciplinary unit under the College of Human Sciences & Education, has shown its commitment to advancing social science research by supporting the work of the College and its schools, and the interdisciplinary efforts of faculty across the campus. OSSRD has been leading the way for social science faculty, especially in social work, to seek and maintain the external funding and support that will enable individuals, agencies and other organizations to develop programs and policies that will transform the way we deliver benefits to our most vulnerable clients. Results of OSSRD research not only provide solutions to the toughest problems and raise awareness among the general public of the extent of the difficulty faced in our state and nation, but also empower
social workers, as well as the leaders and organizers to inform policy in the state. The Office of Social Service Research and Development is led by a Director, and includes specialized researchers and administrative staff. OSSRD reports to the Associate Dean for Graduate Studies and Research and works closely with the Office Finance and Research Administration.

III.2.7 Student Services
The Office of Student Services (OSS) provides all student-related services for undergraduate students and master's students seeking teacher certification. The office provides a student-friendly environment designed to meet all student needs for recruitment, application, admissions, advising, records, scholarships, PRAXIS, college student organizations, and certification.

Under the auspices of the Associate Dean for Programs and Services, the Office of Student Services is led by the Assistant Dean for Enrollment Management who also serves as an academic counselor. In addition, the office is staffed by two Academic Counselors, Coordinator for Recruitment and Retention, and an Administrative Program Specialist A.

II.2.8 Technology Services
The Office of Technology Services (OTS) is a division of the College of Human Sciences and Education at Louisiana State University. Our mission is to provide a robust, reliable and secure technology infrastructure that promotes innovative teaching and learning. OTS establishes and supports the technology infrastructure of the College by procuring, installing and maintaining the technology needs of faculty, staff and students. OTS falls under the auspices of the Assistant Dean for Finance and Administration and is staffed by a Computer Manager and a Computer Analyst.

II.3 Administration (Leadership Positions and Roles)

II.3.1 Dean of the College
Responsibilities of the Dean include:

- Provide leadership related to University's strategic plan;
- Engage and mobilize various constituencies to support the goals of the college,
- Cultivate collaborative relationships with other colleges at LSU, the Office of the Governor and the Board of Regents; and
- Further strengthen and develop the College of Human Sciences and Education's infrastructure for research and teaching

II.3.2 Associate Dean for Distance Learning and Professional Education
Reporting to the Dean of the College of Human Sciences and Education, the Associate Dean for Distance Learning & Professional Education is
responsible for providing college-wide leadership in the development and implementation of the college's entire portfolio of academic programs offered via all distance learning modalities as well as the college's extensive offerings of professional education and life-long learning opportunities.

II.3.3 **Associate Dean for Programs and Services**
Reporting to the Dean of the College of Human Sciences and Education, the Associate Dean for Programs and Services:

- Provides leadership for University-wide program development, coordination, and maintenance of all programs;
- Supervises the Office of Student Services
- Works with faculty to develop new initiatives; and
- Acts on behalf of the dean in his/her absence.

II.3.4 **Associate Dean for Research Engagement and Graduate Studies**
Reporting to the Dean of the College of Human Sciences and Education, the Associate Dean for Research Engagement and Graduate Studies coordinates the strategic research agenda of the college and directs its graduate programs in accordance with the University Graduate School ensuring that all university requirements are followed.

II.3.5 **Assistant Dean for Enrollment Management**
The Assistant Dean for Enrollment Management reports to the Associate Dean for Programs and Services in the College of Human Sciences and Education, and in conjunction with the administrative duties of the position, provides academic, career, and personal counseling to all students in the college. These responsibilities include the determination of graduation and student teaching eligibility and coordination of the appeals committee for the college.

II.3.6 **Assistant Dean for Finance & Administration**
The Assistant Dean for Finance and Administration reports to the Dean of the College of Human Sciences and Education and provides broad-based financial management and administrative leadership to the College, its departments, and support offices.

- Provides fiscal oversight of all College units;
- Supervises College Administrative Support units, including:
  - Office of Finance and Research Administration
  - Office of Technology Services
- Serves as the Building Coordinator for Peabody Hall and assists with facilities management in other CHSE buildings (e.g., Coates Hall, Gym Auditorium, Huey P. Long Field House, Kirby-Smith
Hall, William Hatcher Hall, and the University Laboratory School complex);
• Serves as coordinator of all College personnel actions; and
• Maintains College policy and procedure manual

II.3.7 Directors of the Schools
The Director serves in this 12-month position as the chief academic, fiscal, and administrative officer of the school. In concert with the College of Human Sciences and Education, the Director: organizes and maintains personnel and other resources in the school; provides leadership and support for teaching, research, scholarship, professional activities, and external funding that promote the University's flagship agenda; represents the school at regular meetings and other planning sessions that have school, college or university implications; and develops and maintain positive working relationships with accrediting agencies and stakeholders.

The responsibilities of the Director:

• Provides leadership and support for the teaching, research, and service productivity of the school and its faculty; communicates impact information to be used to promote the accomplishments of the school and its faculty to the college and its officers (e.g., Associate and Assistant Deans, Director of Advocacy and Community Outreach, Director of Communications and Public Relations, Director of Marketing for Academic Programs and Professional Education and the Development Office)
• Manages personnel and other school resources; actively promotes the seeking of external funding in collaboration with the Dean's Office of Finance and Research Administration; works through the college Development Office to capitalize on philanthropic support and stewardship
• Maintains a congenial and collaborative relationship with all schools and administrative support units within CHSE; collaborates with the college and its officers on the production of school-level communications and marketing (e.g., website, newsletters, materials used to promote academic programs) to ensure compliance with college and university design, communications, and branding standards
• Represents school at regular meetings and other planning sessions that have school, college or university implications; develops and maintain positive working relationships with accrediting agencies and stakeholders, such as alumni, employers of alumni, and other constituent agencies
• Acts as an advocate for the school and its specializations at the state, national and international levels; provide information to the college and its officers regarding subject-area expertise of its
faculty and staff to assist in addressing external inquiries presented to the Office of the Dean

- Supports a commitment to diversity among faculty, staff, and students; actively recruits faculty, staff, and students at the state, national, and international levels
- Teach the equivalent of one three-hour course per year in an appropriate area of expertise

II.3.8 Superintendent/Director of University Laboratory School

The Superintendent/Director of University Laboratory School holds the academic rank of Professional-in-Residence in the College of Human Sciences and Education and serves as the chief executive officer of the University Laboratory School.

General Responsibilities: Provides leadership in developing and maintaining effective and efficient educational programs and services.

Performance Responsibilities:

- Interprets and implements all state laws and policies relevant to public education;
- Oversees all administrative decisions necessary for the proper function of the school (K-12);
- Supervises all activities of the Laboratory School according to applicable state laws and policies as well as appropriate LSU policy;
- Participates in the admissions process for incoming students per LSU policy;
- Acts as a liaison between the Laboratory School and the community;
- Acts as a liaison between the Laboratory School and the College of Human Sciences and Education and the LSU community at large;
- Works with the foundation to create and maintain strong alumni and community relations;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the laboratory school, affecting a wholesome and cooperative working relationship between the laboratory school and the community;
- Oversees construction and/or renovation projects for the Laboratory School;
- Reviews decisions from the disciplinary committee, Dean of students, or the principals;
- Attends extra-curricular activities on a regular basis;
- Reports to the Dean or appropriate LSU authorities such matters as deemed material of the understanding and proper management of the schools;
• Assumes responsibility for the overall financial planning of the Laboratory School and for the preparation of the annual budget;
• Establishes and maintains efficient procedures and effective controls for all expenditures of school funds;
• Files, or causes to be filed, all reports required by the state and other governing bodies;
• Recommends selection of personnel to human resource management;
• Makes and records assignments and/or transfers of all employees in keeping with their qualifications;
• Employs such personnel as may be necessary, within the limits of budgetary provisions;
• Recommends to human resource management suspension of any employee for just cause;
• Recommends to human resource management for final action the promotion, salary changes, demotion, or dismissal of any employee;
• Oversees the classification and advancement of students in accordance with state law and policy;
• Summons school employees to attend such regular and occasional meetings as are necessary to carry out the educational program of the Laboratory School;
• Supervises methods of teaching, supervision, and administration in effect in the schools;
• Stays abreast of latest educational trends;
• Contributes to the professional literature;
• Accepts responsibility for the general efficiency of the Laboratory School, for the development of the school staff, and for the educational growth and welfare of the students;
• Defines educational needs and formulates necessary policy;
• Makes all administrative decisions necessary for the proper functioning of the Laboratory School;
• Oversees scheduling the use of buildings and grounds by all groups and organizations;
• Conducts administrative meetings; and
• Performs other tasks that may be assigned by the Dean or other appropriate LSU personnel;

II.4 Governance

II.4.1 College-Level Councils

II.4.1.1 Administrative Council
The Administrative Council is comprised of the Dean, the Associate and Assistant Deans, the Directors of the Schools and
the Superintendent of the University Laboratory School. The Administrative Council meets monthly and serves as a policy advisory and communications resource for the Dean and college.

II.4.1.2 Administrative Staff Council
The Administrative Staff Council is comprised of the Assistant Dean for Finance and Administration, Assistant Dean for Enrollment Management, the lead professional staff member(s) from the schools, Director of Finance and Research Administration, Director of Communications and Public Relations, Computer Manager of Educational Technology Services, and the Executive Assistant to the Dean. The Administrative Staff Council meets monthly and serves as a policy advisory and communications resource to the Administrative Council and Dean through the Assistant Dean for Finance and Administration.

II.4.1.3 College Planning Council
The College Planning Council is comprised of the members of the Administrative Council and one additional representative from each school of the college, selected by the director of each school. The College Planning Council meets as needed in order to guide the college’s strategic planning process, to ensure ongoing planning, evaluate college-wide outcomes, and update the strategic plan based on progress toward achieving goals and benchmarks.

II.4.2 Standing Committees
Standing committees generally include one, two or three faculty representatives selected by their school. Committees are supported by staff members from the College’s administrative support units, and one or more representatives of the Dean serve as voting *ex officio* member of each committee. Committee members generally serve staggered terms, thus allowing for approximately half of each committee to be replaced each year. Each committee shall select a chair that will call the meetings, arrange the agendas, and moderate the meetings. The staff support person shall keep attendance records, meeting notes, actions taken, and other pertinent information. The chair and support staff member shall distribute meeting notes to the committee membership and the department leadership when appropriate as well as maintain official archival records of meeting activities in the Dean’s Office.

II.4.2.1 Awards & Recognition
Reviews national, state, university, and college awards opportunities and makes recommendations for nominees; serves
on selection committees for college awards as needed; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets at least twice per academic semester.

II.4.2.2 Communications & Public Relations
Provides guidelines and recommendations for communications about the College of Human Sciences and Education; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets as needed.

II.4.2.3 Courses & Curricula
Reviews school course, concentration, and curriculum proposals at both the undergraduate and graduate levels; approves and forwards each of these to the Dean or returns it to the submitting unit for clarification/revision; and advises the Dean and the schools on curricular matters. The committee is also responsible for ensuring that the curriculum meets or exceeds all appropriate accreditation criteria, including collaborating with other committees and task forces to ensure that issues related to multicultural education and technology are integrated throughout the curriculum. Makes recommendations based on findings and submits annual report (Spring) to the Dean. Meets monthly or as needed.

II.4.2.4 Discovery & Research
Reviews research productivity measures; identifies opportunities; and advises the Associate Dean for Graduate Studies and Research on policies & procedures; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets as needed.

II.4.2.5 Distance and Online Learning
Provides guidance and recommendations about the directions the college should take with regard to initiating, expanding and supporting its distance and online programming; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets as needed.

II.4.2.6 Diversity
Reviews diversity issues within the College, including recruitment and retention of students and faculty; proposes policies and practices encouraging a culture of inclusiveness; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets at least twice per academic semester.
II.4.2.7 Engagement
Reviews college activities focused on student engagement, including service learning, research, and communications across the curriculum (CxC); makes recommendations based on findings; submits annual report (Spring) to the Dean; meets at least twice per academic semester.

II.4.2.8 Internationalization Advisory
Guides the development of a strategic plan for internationalization efforts of CHSE; identify current programs and enhance their coordination and synchronization; recommend changes to development of internationalization policies for CHSE; promote efforts to internationalize CHSE with a focus on globally engaged scholarship, teaching, and service; provide representation for CHSE on university-wide internationalization committee(s); and submit annual report to the Dean on CHSE internationalization effort. (Meets at least twice per academic semester)

II.4.2.9 Recruitment
Works with College Planning Council to develop recruitment goals and strategies based on CHSE undergraduate and graduate student enrollment targets; reports annually (Spring) on college’s success in meeting these goals; meets at least twice per academic semester.

II.4.2.10 Stewardship & Development
Works with dean and senior development director to identify potential donors, alumni, and friends; provides guidance in formulating and addressing needs of the college; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets at least twice per academic semester.

II.4.2.11 Student Scholarships
Identifies opportunities for and awards student scholarships; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets at least once per semester during the academic year.

II.4.2.12 Technology
Develops, implements, and maintains the college technology infrastructure in concert with the college’s strategic plan; makes recommendations based on findings; submits annual report (Spring) to the Dean; meets as needed.
II.5 Accreditation

II.5.1 University Accreditation

Louisiana State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award baccalaureate, master’s, doctorate, and professional degrees.

II.5.2 College/School Accreditation

The schools in the College of Human Sciences and Education maintain the following accreditations.

➢ School of Education
  • Programs preparing P-12 education professionals have been continuously accredited by the National Council for Accreditation of Teacher Education (NCATE) since its inception in 1954.
  • Counselor Education is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
  • The LSU Child Development Laboratory Preschool is accredited by the National Association for the Education of Young Children (NAEYC).

➢ School of Human Resource Education and Workforce Development
  • The School is accredited by the University Council for Workforce and Human Resource Education (UCWHRE).

➢ School of Kinesiology
  • Athletic Training is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

➢ School of Library and Information Science
  • The Master of Library & Information Science degree (MLIS) is accredited by American Library Association (ALA).

➢ School of Social Work
  • The School is a charter member of the Council on Social Work Education (CSWE). Its master's program has maintained continuous accreditation with this body since its inception in 1940.

➢ University Laboratory School
  • The School maintains regional accreditation by AdvancED, formerly the Southern Association of Colleges and Schools – Council on Accreditation and School Improvement (SACS CASI).

II.6 Facilities

II.6.1 College of Human Sciences and Education Buildings
II.6.1.1 Charles E. Coates Hall (Locate on Campus Map)

Building Coordinator:
Nicole Rozas, Administrative Assistant
School of Library and Information Science
267 Charles E. Coates Hall
(225) 578-3159
nrozas@lsu.edu

Housed in this facility:
- School of Human Resource Education and Workforce Development, Office of the Director (Room 298)
- School of Library and Information Science, Office of the Director (Room 267)

II.6.1.2 George Peabody Hall: Peabody Hall is the primary location of the administrative offices of the College. (Locate on Campus Map)

Building Coordinator:
Chad Gothreaux, Assistant Dean for Finance and Administration
CHSE Dean’s Office
221 Peabody Hall
(225) 578-1244
cigoth@lsu.edu

Housed in this facility:
- AdvanceED, formerly SACS CASI (Room 330)
- CHSE Advocacy and Community Outreach (Room 202)
- CHSE Communications and Public Relations (Room 202)
- CHSE Dean’s Office (Room 221)
- CHSE Development and Alumni Relations (Room 204)
- CHSE Finance and Research Administration (Room 111)
- CHSE Marketing for Academic Prog.& Prof. Ed (Room 202)
- CHSE Student Services (Room 236)
- CHSE Technology Services (Room 115)
- School of Education (SOE), Office of the Director (Room 223)
- SOE Office of Field Experiences (Room 107)

II.6.1.3 Gym Auditorium, formerly Gym Armory (Locate on Campus Map)

Building Coordinator:
Melinda Solmon, Director
School of Kinesiology
112 Huey P. Long Field House
(225) 578-2913
solmo1@lsu.edu

_Housed in this facility:_
- School of Kinesiology Labs and Multi-Purpose Room

**II.6.1.4 Huey P. Long Field House (Locate on Campus Map)**

*Building Coordinator:*
Melinda Solmon, Director
School of Kinesiology
112 Huey P. Long Field House
(225) 578-2913
solmo1@lsu.edu

_Housed in this facility:_
- School of Kinesiology, Office of the Director (Room 112)
- School of Social Work, Office of the Director (Room 311)
- SSW Office of Field Education (Room 311)
- CHSE Office of Social Service Research and Development (Room 311)

**II.6.1.5 Kirby-Smith Hall (Locate on Campus Map)**

*Building Coordinator:*
Rockett, Karen, Associate Director
Office of Residential Life
202 Grace King Hall
(225) 578-4782
krockett@lsu.edu

_CHSE Building Contact:_
Chad Gothreaux, Assistant Dean for Finance and Administration
CHSE Dean’s Office
221 Peabody Hall
(225) 578-1244
cigoth@lsu.edu

_Housed in this facility:_
- Various CHSE sponsored projects (Rooms 100-130)
II.6.1.6 William B. Hatcher Hall (Locate on Campus Map)

Building Coordinator:
Harold Leder, LSU International Programs Office
103 William Hatcher Hall
(225) 578-6802
hleder@lsu.edu

Housed in this facility:
• School of Kinesiology Classrooms and Laboratories (basement)

II.6.1.7 University Laboratory School Complex (Locate on Campus Map)

Building Coordinator:
Albert Camburn, High School Principal
H 135 University Lab School
(225) 578-3226
acambu1@lsu.edu

Housed in this facility:
• All Divisions of the University Laboratory School

II.6.2 Space Policies

All College of Human Sciences and Education space falls under the jurisdiction of the Dean. Space is allocated to schools, projects, and support units as appropriate. School faculty offices are allocated by the Director based on factors such as faculty rank and proximity to research and/or special projects.

II.6.3 Use of Facilities

Use of College of Human Sciences and Education facilities is made available to individuals through key assignments by assignment authority. Employees with assigned keys are afforded access to those respective areas 24 hours a day, 7 days a week. On occasion, College of Human Sciences and Education buildings may be designated as “open access” facilities for University events. During open access times, employees may still have access to assigned areas after checking in with on-site security personnel and presenting photo ID.

The College of Human Sciences and Education has classrooms, meeting spaces and conference facilities available for reservation by University employees. Priority scheduling is given to faculty and staff of the college,
and reservations by other University employees cannot be made earlier than four (4) weeks in advance of an event. Room set-up is the responsibility of the party making the reservation. A College of Human Sciences and Education employee must be present for any third party usage. For use after normal business hours (Monday-Friday 8:00a-4:30p), and on weekends, keys must be obtained from the scheduling authority during normal business hours and returned the following business day. In addition, for security purposes, entry doors to buildings should never be propped open. Please make arrangements to grant access only to event participants.

The following table depicts these available spaces, as well as the appropriate contact person for scheduling usage.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room No.</th>
<th>Room Category</th>
<th>Capacity</th>
<th>Scheduling Authority</th>
<th>Scheduling Contact</th>
<th>Scheduling Parameters</th>
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<tr>
<td>Coates, Charles</td>
<td>169</td>
<td>Classrooms</td>
<td>15 30</td>
<td>SLIS</td>
<td>Nicole Rozas  578-3159 <a href="mailto:nrozas@lsu.edu">nrozas@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<td>102</td>
<td>Classroom (Science Lab)</td>
<td>30</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<tr>
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<td>104</td>
<td>Classroom (Math)</td>
<td>30</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<td>Peabody, George</td>
<td>114</td>
<td>Computer Lab (Statistics)</td>
<td>20</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<tr>
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<td>116</td>
<td>Computer Lab (open lab)</td>
<td>20</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Not available during posted open lab hours</td>
</tr>
<tr>
<td>Peabody, George</td>
<td>118</td>
<td>Computer Lab (class lab)</td>
<td>20</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<tr>
<td>Peabody, George</td>
<td>120</td>
<td>Multimedia Conference Room</td>
<td>25</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<td>Peabody, George</td>
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<td>Classrooms</td>
<td>28 28 28</td>
<td>SOE</td>
<td>Lois Stewart 578-6810 <a href="mailto:lstewart@lsu.edu">lstewart@lsu.edu</a></td>
<td>Available for use when not scheduled for class</td>
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<td>Capacity</td>
<td>Type</td>
<td>Instructor(s)</td>
<td>Notes</td>
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<tr>
<td>Peabody, George 219</td>
<td>310</td>
<td>Conference Rooms</td>
<td>12</td>
<td>20</td>
<td>CHSE Dean's Office</td>
<td>Dora Ann Parrino 578-1258 <a href="mailto:dparrino@lsu.edu">dparrino@lsu.edu</a></td>
</tr>
<tr>
<td>Peabody, George 225</td>
<td></td>
<td>Conference Room</td>
<td>A: 40</td>
<td>B: 60</td>
<td>CHSE Dean's Office</td>
<td>Dora Ann Parrino 578-1258 <a href="mailto:dparrino@lsu.edu">dparrino@lsu.edu</a></td>
</tr>
<tr>
<td>Gym Auditorium (formerly Gym Armory)  B2</td>
<td></td>
<td>Motor Behavior/Bio Mechanics Lab</td>
<td>50</td>
<td>SOK</td>
<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
<td>Special permission of the school</td>
</tr>
<tr>
<td>Gym Auditorium (formerly Gym Armory)  B7</td>
<td></td>
<td>Ed Phys. Lab</td>
<td>50</td>
<td>SOK</td>
<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
<td>Special permission of the school</td>
</tr>
<tr>
<td>Gym Auditorium (formerly Gym Armory)  B13</td>
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<td>AT Fitness Studies Lab</td>
<td>50</td>
<td>SOK</td>
<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
<td>Special permission of the school</td>
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<tr>
<td>Hatcher, William 12</td>
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<td>PEL Lab</td>
<td>30</td>
<td>SOK</td>
<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
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</tr>
<tr>
<td>Hatcher, William 15</td>
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<td>30</td>
<td>SOK</td>
<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
<td>Special permission of the project</td>
</tr>
<tr>
<td>Hatcher, William 18</td>
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<td>Motor Behavior/ Parkinson Research</td>
<td>30</td>
<td>SOK</td>
<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
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<tr>
<td>Huey P. Long Field House  108</td>
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<td>Classroom</td>
<td>50</td>
<td>30</td>
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<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
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<td>Huey P. Long Field House  44G</td>
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<td>Labs</td>
<td>30</td>
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<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
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<tr>
<td>Huey P. Long Field House  126</td>
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<td>Conference Room</td>
<td>25</td>
<td></td>
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<td>Ellen Albarado 578-2913 <a href="mailto:ealbara@lsu.edu">ealbara@lsu.edu</a></td>
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</tbody>
</table>
II.6.4 Key Assignments

Effective August 1, 2012, the Office of Facility Services has made a campus-wide modification to University’s key issuance policy. Below is an excerpt from the new Key Issuance Procedures.

**PURPOSE:**

To establish procedures governing the maintenance of access to facilities while safeguarding the personal safety and protecting the physical assets of students, faculty, and staff, protecting the property of Louisiana State University, and avoiding potentially significant costs due to theft, vandalism, or excessive rekeying of locks. The responsibility for developing and implementing key control procedures is with the Office of Facility Services.

The systematic control of locks, keys and card access cards is one of the most important components of any safety program. Without proper key and card access control, locks provide little deterrence to illegal or unauthorized entry into a facility. Successful lock and key control requires the cooperation and efforts of several parties, including:

**Facility Services**-Designs and maintains the integrity of the system

**LSU Police Department**-Provide oversight
Departments-Safeguards facilities under their use by maintaining proper key assignment policies and security systems and being financially responsible for the cost of rekeying and replacing lost keys

Individual faculty, staff, and students-Safeguards assigned keys from loss or theft, and reports these occurrences immediately

These procedures apply to all facilities on the Louisiana State University campus and remote locations.

POLICIES

1. Keys are and remain at all times the property of Louisiana State University.
2. Keys will be issued to faculty, staff, and graduate students only.
3. Faculty and staff members will be issued keys consistent with job responsibilities, actual need and the approval of the Department Head or Dean.
4. Graduate students will be issued keys consistent with their job responsibilities, actual need and the approval of the Department Head or Dean.
5. Mechanical Room keys will only be issued to Facility Services staff members.
6. All lock and key work, including, but not limited to, making and issuing keys, rekeying locks, replacing and/or repairing locks and related equipment, shall be done by or through Facility Services.
7. Departments are financially responsible for the cost of key replacement, as well as any rekeying work necessary to maintain security.
8. Keys will be issued by Facility Services based upon demonstrated need for access and approval by department Dean or Head. The lowest level of key will be issued that provides the level of access needed (room, area, sub-master, master, etc.).
9. Persons issued keys are responsible for their safekeeping and must immediately notify Facility Services of the loss or theft of any key or access card. If the key is stolen, LSU PD and Facility Services should be immediately notified. Charges for replacement of key, rekeying or emergency call-outs may be assessed to the department.
10. Keys shall not be loaned, borrowed or transferred to another individual without property authority and documentation by Facility Services.
11. Keys may not be duplicated under any circumstances, except by Facility Services. Tampering with or duplicating keys may result in loss of privilege, termination from employment or criminal charges.
12. Keys must be returned to Facility Services upon leaving employment with the university or at the end of a person's need for a key. A key charge may be charged to the department for any key or access card not returned to Facility Services. Departments may request that Payroll deduct the charge from the employee's final paycheck if key(s) are not returned at the end of the employee's employment.

13. Residential Life is the custodian of keys for all residential facilities. Request to rekey a residence hall room due to loss or theft of a key will be done, using a temporary rekey, the same day due to resident safety concerns. The temporary rekey will be replaced as time permits. Routine key requests will be scheduled accordingly.

14. Residential Life will issue undergraduate students keys to their assigned dormitory room and the outer entrance door to their residence hall only.

II.6.5 Secured Computer Spaces

For security purposes, all secured computer spaces are monitored by an alarm service. To obtain access to a designated secured computer space, College employees must complete and submit to ETS a form requesting an alarm system personal access code. Once ETS assigns a personal access code, the employee should then request a key from the appropriate key assignment authority.

II.6.6 Safety on Campus

In an effort to reduce injuries and workers' compensation and property insurance claims, LSU's Offices of Environmental Health and Safety (EHS), Risk Management, Human Resources, and the Safety Improvement Team have promulgated changes to two LSU Policy statements: PS 90 and PS-67. The following provides an overview of the significant changes made to the two policies:

Department Responsibilities:
- Accidents must be reported immediately using the On-line Accident/Incident Report and/or calling 225-578-3297 where appropriate.
- Treatment of First Aid Injuries on the jobsite without referral to a medical practitioner will be encouraged. EHS will fund initial First Aid kits for departments based on needs and exposures (see the First Aid Program on the EHS website). Cost for first aid treatment will rest at the department level, regardless of where treatment is provided.
• If an employee is unable to return to full duty due to an injury arising out of the work activity but able to return on modified duty, the department shall establish a suitable temporary work activity within the department or elsewhere considering the limitations placed on the employee by the attending physician, department needs and employee job qualifications,

• To eliminate drug and alcohol influence on accident rates, random and post-accident drug and alcohol screening will be increased. An updated list of Safety and Security Sensitive Positions that are subject to random screening has been developed by HRM. Post-accident screening will be required when an employee’s actions or behavior are suspected to be contributing factors to an accident.

**Risk Management and EHS Initiatives:**

• A special emphasis program aimed at preventing accidental injuries on campus is being implemented. The prevention of “*slips, trips and falls*” through increased employee awareness, training, and infrastructure improvements are incorporated in this special emphasis program.

• Accident investigations will be conducted on all accidents reported to LSU Risk Management, with special emphasis on accidents that result in lost time from the job and property damage. Department supervisors will be involved in the investigation along with employees. Accidents involving students and visitors will also be reviewed by EHS. In addition, action plans for injury prevention will be developed and implemented.

• With the goal of reducing injuries requiring medical attention, a Safety Achievement Recognition Program will be implemented to recognize work groups that meet safety improvement goals set each year.

These programs and policy changes will reduce lost-time injuries incurred by employees, and improve the University’s ability to control costs due to accidents and property insurance claims. Insurance coverage’s are “high deductible programs”, meaning the costs of accidents and claims will be borne by the University, and cost savings in these programs will accrue to LSU’s benefit. Additional information can be found on the Risk Management and EHS websites.
SECTION III: PERSONNEL/EMPLOYMENT

III.1 General Policies

III.1.1 Personnel Categories *(Excerpts taken from LSU Faculty Handbook and the LSU Staff Handbook)*

III.1.1.1 Academic: Faculty Members
Faculty members are full-time members of the academic staff, holding the rank of instructor or above, and equivalent ranks. *Other Academic Employees*—"Other academic employees" includes part-time members of the academic staff and full-time members of the academic staff below the rank of instructor, or equivalent. Employees with academic responsibilities who do not hold faculty rank are also included in this classification. For the purpose of this *Handbook*, this category also includes part-time faculty (instructors and above); clinical, teaching, research, and library associates; lecturers; and adjunct faculty. Employees in this category are sometimes termed "non-faculty academic."

- LSU Faculty Handbook
- PM-23: Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff
- PS-36-T: Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance
- PS-36-NT: Initial Appointments, Reappointments, Annual Reviews, and Promotions For Faculty Other Than Tenure-Track and Tenured
- PS-104: Dismissal for Cause for Faculty
- PS-111: Consultation with Faculty in Certain Reviews of Administrative Performance
- PS-3: Teaching Assignment for Non-Faculty Personnel

III.1.1.2 Professional/Administrative
This category includes administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System. Employees in this category are sometimes termed "unclassified."

- LSU Staff Handbook
- PS-20: Title, Position and Salary Control for Professional and Administrative Personnel
- PS-35: Performance Evaluation of Administrative, Professional, and Other Academic Staff
III.1.1.3 **Classified/Civil Service**
Classified/Civil Service employees are all employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with Civil Service rules and regulations.
- PS-39: Performance Evaluations (Classified)

III.1.1.4 **Graduate/Teaching Assistant**
Graduate assistants are primarily students, not employees. Nevertheless, graduate assistant appointments are part-time employee-employer contracts between full-time graduate students and the University. As a result, the GA is obligated to fulfill assigned duties for the specified amount of time and is entitled to compensation within the range established by the University. Graduate assistants must fall under one of the following categories: Teaching Assistant (TA), Research Assistant (RA), and Service Assistant (SA). *(excerpt taken from PS-21)*
- PS-21: Graduate Assistantships

III.1.1.5 **Research Associate/Post-Doctorate**
Individuals appointed to this academic rank must possess a terminal degree or equivalent and have primary responsibility for conducting research or extension education.
- PM-23: Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff

III.1.1.6 **Contingent/Transient Employees**
The employment of individuals in the contingent/transient category is pursuant to Civil Service Rule 4.1(d)1 which includes various categories of seasonal, temporary, and intermittent employees for activities such as University athletic events; clerical assistance with educational workshops, conferences, and meetings; assistance with research projects; and other special events. Contingent employment is governed by PS-28: *Employment and Payment of Contingent Employees*.

III.1.1.7 **Student (Undergraduate and Graduate/Non-Assistantship)**
Only full-time students will be approved for campus employment. University policy defines a full-time student as follows: Undergraduate - One enrolled in an undergraduate college for 12 or more hours of resident credit. For the summer term, a student must carry at least 6 semester hours to be classified as full-time and Graduate - One enrolled in the graduate school for 9 or more semester hours in the fall and
spring semesters or for 6 hours in the summer term. \textit{(excerpt taken from PS-33)}

- PS-33: Student Employment

III.1.1.8 International Employees and Visitors

- PM-26: System Policy on International Employees and Visitors

III.1.2 Compensation

III.1.2.1 Academic Employees

Compensation for academic employees is negotiated by the appointing authority (Dean, director, etc.) based on the qualifications and level of experience of the candidate. The University does not predetermine salary ranges for academic employees.

III.1.2.2 Professional/Administrative Employees

Compensation for professional/administrative employees is negotiated by the appointing authority (Dean, director, etc.) based on the qualifications and level of experience of the candidate within the predetermined salary ranges established by the University for corresponding professional/administrative titles.

III.1.2.3 Classified/Civil Service Employees

Compensation for classified/Civil Service employees is governed by Civil Service regulations.

III.1.3 Benefits

The University offers a wide array of benefits to full-time academic, professional/administrative and classified/Civil Service employees. Benefits are not available to students and part-time (less than 75% effort) employees. For details, visit the benefits Web site of the LSU Office of Human Resource Management.

III.1.4 External Employment \textit{(excerpts from PM-11)}

Permanent Memorandum 11 states that “The University recognizes that certain outside employment activities are of benefit to the University, to the State of Louisiana, and to the private sector, as well as to individual employees. Although the University recognizes a right of employees to engage in outside employment, it has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval.”
This policy requires that all full-time employees adhere to PM-11. Prior to accepting employment external to the University, full-time employees are required to submit a completed PM-11 form to the immediate supervisor, detailing the nature and scope of the external employment offer. The PM-11 form will be routed to all denoted administrative levels for approval. A copy of the fully executed form will be returned to the employee by the LSU Office of Research and Economic Development, at which time approved external employment may commence. Employees must follow this process for each external employment opportunity.

III.1.5 Leave and Holidays

Policy Statement 12 defines the University policies and procedures for the various leaves of absence applicable to all full-time employees (academic, professional/administrative, and classified/Civil Service). Each employee is obligated to become familiarized with the appropriate leave policies for the employment classification in which s/he is employed. Likewise, there is a responsibility for employees to submit to the immediate supervisor appropriate leave request documentation, including requests for leave without pay. Failure to do so will result in an administrative adjustment to individual leave or leave without pay records. These policies and procedures for the granting of leave and the maintenance of records are in accordance with University and Civil Service regulations and State law.

Holidays for fiscal (12-month) employees who work more than 20 hours per week are set by the University in accordance with Act 139 of the 1991 Legislative Session, which authorizes fourteen (14) paid holidays per year. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the University except as provided in PS-31.

III.1.6 Searches

III.1.6.1 Identification of Position Need

For academic positions, program area and/or division faculty identify and articulate the need for a position and submit a written request through the division leadership to the school director. The director will then determine whether a request is made to the Dean to authorize the use of a vacant line. For non-academic positions such as externally funded sponsored program positions, identification of source of funds and scope of position must be provided in writing to the Dean through the Assistant Dean for Finance and Administration. In order for a new position to be initiated or a vacant position to be filled, approval of the Dean is required.
III.1.6.2 Permission to Search
All State-funded vacant positions revert to the Dean and are reallocated according to need. The creation of a new academic or professional/administrative position, State-funded or otherwise, must be approved by the LSU Board of Supervisors. New classified/Civil Service positions must be approved by Civil Service. Provided the Dean accepts the request of the department director to use a vacant line or approved new line, permission to search will be extended and a search budget will be authorized by the Dean.

III.1.6.3 EEO Compliance
University Policy Statement 1 assures equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the University operates without regard to race, creed, color, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability, or veteran's status. All College of Human Sciences and Education searches must be in compliance with PS-1.

III.1.6.4 Diversity Recruitment
The College is committed to recruiting employees who are diverse in terms of race, gender, culture, sexual orientation, national origin, religion and exceptionality. Guidance to ensure compliance with University diversity recruitment objectives is available for college faculty search committees through the office of the Vice Provost for Equity, Diversity and Community Outreach or designee in order.

III.1.6.5 Development, Composition and Role of Search Committee
Consistent with University policy, search committees are selected at the discretion of the hiring authority (e.g., supervisor, director), with input from the Dean. Committee membership should include appropriate representation (e.g., program area/unit; faculty rank; P-12, University and/or agency partners; community constituents) to attract the broadest possible candidate pool. Committee responsibilities include working with the hiring authority to develop an appropriate job description, formulating an advertising strategy, screening the initial pool to identify a qualified candidate pool, selecting candidates for consideration, reviewing references and recommending to the director and Dean those candidates to be interviewed. The committee then assists the hiring authority in
developing the interview protocol, participates in the interviews, gathers and summarizes data on the interview process and makes recommendations to the hiring authority, who makes a recommendation to the Dean.

III.1.6.6 Advertisement
The hiring authority (e.g., supervisor, director) will work with the Assistant Dean for Finance and Administration to draft an advertisement which satisfies applicable EEO and University policies. Based upon the venues and duration in which the advertisement is to be posted, the LSU Office of Human Resource Management will provide pricing information for advertisement costs. Decision to expend advertising funds must remain within the overall search budget approved by the Dean.

III.1.6.7 Interview Process
In consultation with the hiring authority and with the approval of the Dean, search committees are expected to establish interview protocols which ensure compliance with EEO standards and University policies. Individuals participating in candidate interviews should be drawn from a relevant and diverse population, with attention given to program area/unit; faculty rank; P-12, University and/or agency partners; and community constituents. The Dean and other appropriate administrators should be included in the interview process. Committee members are required to gather data, including written feedback from search participants; summarize data obtained throughout the interview process; and compile copies of the instruments used to solicit input from search participants. The committee will then prepare a written report as requested by the hiring authority or the Dean. All materials gathered during the search process (e.g., interview notes, evaluations, surveys, interview schedule) must be assimilated into the official search file and submitted to the hiring authority for archival purposes.

III.1.6.8 Making an Offer to Hire
The parameters within which hiring negotiations can take place (e.g., salary, workload, start-up costs, equipment, relocation expenses) must be approved by the Dean and in accordance with University policy. Within those parameters, the hiring authority may negotiate and tender a written tentative offer to the candidate as approved by the Dean. All offers to hire remain contingent upon official notification of approval from the LSU Office of Human Resource Management. This
important stipulation must be made clear to the candidate as part of the written offer. All written offers and follow-up correspondences must be submitted to the Assistant Dean for Finance and Administration for approval by the Dean prior to submission to the prospective candidate.

### III.1.6.9 Moving Expenses & Relocation Incentives
The parameters within which relocation expense negotiations can take place must be approved by the Dean and must be in accordance with University policy. There are two options for dealing with relocation: 1) provide an amount up to which the moving expenses will be covered, and/or 2) provide a relocation incentive, which is a onetime payment to a prospective employee. When selecting Option 1 involving the payment of moving expenses, the College recommends following the LSU System Relocation Program, which involves the use of and payment directly to a contracted provider. The hiring authority may negotiate an amount up to which the prospective employee may be reimbursed for incurring moving expenses. However, in this case, adherence to the University policy on relocation reimbursements (FASOP: AS-01) must be followed. When selecting Option 2 involving the payment of a relocation incentive, hiring authorities should refer to the Relocation Incentive Program identified by the LSU Office of Human Resource Management.

### III.1.6.10 New Employee Orientation
The University provides comprehensive orientation programs tailored for new employees in the academic, professional/administrative and classified/Civil Service ranks. The hiring authority will inform new employees of the availability of these orientations and facilitate their participation in these important and informative sessions.

### III.1.6.11 Start-Up
The negotiation of certain start-up costs to be incurred by the University begins during the hiring process. Costs may include the procurement of research/teaching equipment, computers, peripherals, and/or the provision of graduate/research assistants. Other start-up needs will be facilitated by the hiring authority either before or upon arrival of the employee on campus. Examples include the set-up of start-up needs identified during the hiring negotiations, as well as standard amenities such as keys, office phone, mailbox, copier codes, etc. Information on other start-up needs such as establishing a University email account, obtaining parking permits and
employee identification cards will be provided during the University orientations and facilitated as needed by the hiring authority.

III.1.7 Hiring Procedures (by category)

III.1.7.1 Personnel Forms and Required Attachments
The employment category determines the requisite personnel forms for affecting appointments. The employment category also determines the additional forms that are necessary to complete the appointment process.

III.1.7.2 Degree Documentation
For compliance with the accreditation requirements of the Southern Association of Colleges and Schools, acceptable degree documentation shall be in the form of an official transcript from the institution from which the highest degree has been conferred.

III.1.7.3 Background Checks
All prospective employees are required to submit to a background check by the LSU Office of Human Resource Management. Offers of employment are contingent upon the receipt of a background check deemed acceptable by the LSU Office of Human Resource Management. In addition, new employees cannot begin working for the University until a background check deemed acceptable by the LSU Office of Human Resource Management has been received.

III.1.8 Professional Expectations

In concert with the general goals of the College, faculty, staff and students are expected to uphold the highest standards with regards to professional teaching, research, and outreach efforts. As such, the College is committed to generating and utilizing our professional knowledge and expertise to improve the conditions of individuals, organizations, and society. We are committed to protecting the rights and freedoms of our students and those we impact through research and outreach efforts and to the freedom of inquiry and expression in research, teaching, and publication.

Faculty, staff, and students are expected to uphold the standards and fulfill the obligations of University policies and procedures, as well as those of their professional associations.
In addition to those responsibilities delineated in the LSU Faculty Handbook, faculty responsibilities include, but are not limited to, the following:

### III.1.8.1 Participation in Faculty Governance and Shared College Culture

- Attending college and school meetings
- Service on college and school committees
- Effective communications across schools and college
- Mentoring new faculty and students consistent with school and college goals
- Maintaining a high degree of professional activity
- Participating in collaborative programs
- Seeking external funding to support research and engagement activities

### III.1.8.2 Participation in Program Area Oversight and Implementation

- Submitting course syllabi at the beginning of each semester
- Conducting on-going program review
- Participating in program review and accreditation processes

### III.1.8.3 Professional Conduct

- Participating in at least one graduation ceremony per year
- Promoting schools, college and university in a positive way
- Providing service to university and University community
- Participating in faculty review processes
- Submitting electronic versions of CV at least once per year to school director
- Upholding the highest integrity with regard to research and scholarship, including PS-69 (Research Misconduct), PM-64 (Intellectual Property), and PM-67 (Faculty Contracts)
- Upholding the highest integrity with regard to teaching, including, for example, those covered in PM-13 (Travel Regulations), PM-15 & PM-17 (Copyright Guidelines), and PM-20 (Leave Policies)
- Reporting all external employment (see PM-11)
- Maintaining student confidentiality as determined by FERPA and the University. Materials related to student
grades are not to be placed in public spaces. Student personal information (social security numbers, LSU student identification numbers, grades) must not be posted on Web sites or accessible for public viewing.

- Complying with IDEA and University policies for accommodation of student needs
- Upholding University policies on plagiarism and cheating, including reporting all suspected incidences of such.
- Protecting computer equipment and materials (print and electronic) that may have individual student information
- Reporting a possible breach of student information to the school director

Staff are expected to uphold the highest standards of professional demeanor, including maintaining faculty, student, and staff confidentiality and creating a positive work environment. Staff responsibilities are outlined in the University's Staff Handbook.

Students are expected to uphold the highest standards of behavior and demeanor. Graduate teaching assistants are expected to uphold the professional standards of teaching faculty at this University as described above. Student responsibilities are outlined in the following University resources:

- Student Handbook
- Code of Student Conduct
- Understanding and Avoiding Plagiarism

### III.1.9 Nepotism

It is the policy of Louisiana State University to recruit and employ the best qualified individuals solely on the basis of merit. In accordance with this policy, persons related to University employees by blood or marriage will not be excluded from employment by the University. PS-25 further articulates applicable University policy.

### III.1.10 Resignation/Retirement/Separations

Upon making the decision to resign or retire from a position within the College, employees are obligated to provide written notice to their immediate supervisor. Employees are strongly encouraged to provide as much notice as possible prior to departure, with the standard two weeks’ notice expected. Prior to departure, employees who are resigning, retiring or being removed from a position are required to return to the immediate supervisor all property belonging to the College or University.
(e.g., keys, equipment, supplies, credit cards, parking permits, gate cards, identification cards, items procured from externally funded sponsored agreements). Employees with teaching/supervisory assignments at the time of departure are required to submit grades and supporting documentation to the immediate supervisor. Employees engaged in outreach and/or externally funded sponsored projects at the time of departure should provide files, records, and written status reports relevant to the project(s) to the immediate supervisor, with copies to the Dean’s Office of Finance and Research Administration. Faculty and staff are encouraged to make an appointment with their immediate supervisor and/or Dean for an exit conference.

III.2 Academic Employees

III.2.1 Ranks
All faculty ranks are governed by PM-23.

III.2.2 Graduate Faculty Nomination and Membership
Academic Deans are responsible for Graduate Faculty appointments for tenured and tenure-track faculty in their programs. The Dean may elect to involve an Associate Dean or a college committee in the review process but the Deans retain responsibility for the appointment of graduate faculty in their colleges. The Graduate School Dean with the involvement of the Graduate Council maintains and periodically reviews records of graduate faculty status.

The Academic Dean approves graduate faculty status within hiring, promotion and/or tenure decisions, and in annual reviews (see items 1, 2, 3 & 4). Upon receiving evaluation information from directors of each school within the college, s/he continues to recommend three-year appointments for professional and research affiliates and recommend administrative approvals for non-graduate faculty.

III.2.2.1 Graduate Faculty Status Determination and Evaluation
• Initial Appointment
  With initial appointment at LSU, Graduate Faculty (GF) status (Member, Associate Member, Research Affiliate or Professional Affiliate) and term will be noted on the appointment form. The Graduate School (GS) working with HRM will document these GF appointments. For tenured and tenure-track appointments the Academic Dean’s approval of GF status on the appointment form is required. Assistant professors are appointed as associate members for 6-year terms.
• *At Promotion and/or Tenure Review*
  The promotion and/or tenure package will include a recommendation for GF status to be effective the same date as the proposed action. The GS, working with HRM, will document the outcome of the review. Graduate Council Subcommittee review is continued for tenure and promotion as one part of the Provost's Advisory Committee review.

• *Annual Review*
  All faculty members participate in an annual performance evaluation. In the annual evaluation, the Director of the School will consider whether the graduate faculty member has demonstrated a current and sustained record of scholarly or creative activities consistent with the standards for GF status.

III.2.2.1.a To maintain Graduate Faculty (GF) Status
  Members must demonstrate a current and sustained record of scholarship based on the profession’s standard for scholarly or creative productivity within the field. The director will note on the annual review form whether or not scholarly or creative activity meets the established standard and record recommendations made to the faculty member if improvements are needed. A first determination that improvement is needed will result in an "unsatisfactory" rating and agreement between the director and the faculty member regarding what action needs to be taken before the following annual review. An initial rating of unsatisfactory will not result in a change of graduate faculty status.

III.2.2.1.b Should a faculty member fall below the established standard for a second year, the faculty member will be referred to the school's Tenure and Promotion Committee who, in consultation with the director and the faculty member, will draft an improvement plan and set goals for productivity to be met by the next annual review. The faculty member will maintain current graduate faculty status at least until the following annual review.

III.2.2.1.c If a faculty member has been designated "unsatisfactory" for a third consecutive year, the committee and director will recommend to the Dean
either maintaining Conditional Continued Appointment at the Full or Associate Member level, change in status, or removal from GF status. In any case, a plan for improvement will be drafted with the committee and director and forwarded to the Dean. The Dean will make the final determination of the GF status.

III.2.2.1.d Previous GF status will be reinstated once the faculty member can demonstrate a record of scholarly or creative productivity that meets the industry standard averaged over 3 years. At any time within the given 3 year interval directly subsequent to change in status or removal from the graduate faculty, the faculty member may request that the director submit the faculty member’s annual review and CV to the Promotion and Tenure Committee for review and determination of GF Status. Upon review, the Promotion and Tenure Committee can either: (a) recommend that the faculty member be restored to prior GF Status, (b) recommend continued Conditional Continued Appointment with an ongoing plan for improvement, or (c) recommend maintaining the previous change in status (to Associate Membership or removal of GF status). All changes in GF status will continue to be documented with written justification provided to the faculty member and Graduate School Dean.

The faculty member may appeal the decision regarding her/his GF status to the Graduate Council. The appeal must include the justification for the status change or conditional continuation from the Academic Dean. The faculty member may choose to provide a defense of his/her record in addition to the CV. The Graduate Council will make a recommendation to the Vice-Chancellor for Research and Economic Development who will make the final decision regarding the individual's GF status.

III.2.2.1.e A review of the GF status of Deans, vice-chancellors, and others reporting directly to the provost is included in the individual's annual review.
by the provost and any change in the GF status is reported to the Graduate Dean.

III.2.2.2 Terms of Full Graduate Faculty Membership Appointments

Full GF appointments will be made for seven-year intervals, with ongoing annual review by the director of each school. Upon completion of the seven-year term, the Tenure and Promotion Committee will review the faculty member's CV and current annual report and make a recommendation to the Dean, though the director, regarding continued GF status. If full membership is recommended, another seven-year term will begin. Upon promotion to the rank of Professor, full members of the graduate faculty will be subject to one more review cycle after seven years at that rank. At that point, Full Membership status will become permanent.

Those permanent members of the faculty who currently hold permanent membership under the old Graduate School Policies have been grandfathered into that status when the College of Human Sciences and Education was formed.

III.2.2.3 Term or Off-Campus Appointments

Faculty not on tenure track or not appointed on the LSUA&M campus should include a GF status evaluation in annual reviews. These appointments usually involve research affiliate or professional affiliate status, which will continue as three-year appointments. New appointments and reappointments should be reviewed and reported to the GS upon recommendation by each school's director through the Academic Dean. The Graduate Council will make a recommendation regarding GF status to the Graduate Dean who will make the final approval.

Administrative Approvals - All other GF appointments are handled via administrative approvals by the director's recommendation using an administrative approval form with CV. Administrative appointments should be sent forward to the GS upon recommendation by the director for approval by the GS Dean. Administrative appointments will remain in effect for a full calendar year.

III.2.2.4 Graduate Faculty Membership Requirements

III.2.2.4.a All Graduate Faculty (except Professional Affiliates)

To maintain graduate faculty status associate members must demonstrate a current and sustained record of scholarly or creative activities indicated.
by publications in recognized journals in the field, books, and exhibitions or performances.

III.2.2.4.b Full Members
Full members of the graduate faculty must possess the highest degree appropriate to the field or unquestionable evidence of comparable achievement in the field.

- Newly appointed associate professors with tenure or on the tenure track in units offering work for graduate credit are normally appointed as full members, subject to annual review.

- Newly appointed full professors with tenure or tenure track in units offering work for graduate credit are normally appointed as full members, subject to annual review.

III.2.2.4.c Associate Members
Associate members of the graduate faculty must possess the highest degree appropriate to the field or unquestionable evidence of comparable achievement in the field.

- Newly appointed tenure-track assistant professors in units offering work for graduate credit are normally appointed to an associate member six-year term, subject to annual review.

- Faculty members who do not maintain full membership may be eligible for associate member status in units offering work for graduate credit, subject to annual review.

III.2.2.4.d Research Affiliates
- Individuals nominated for research affiliate are appointed for a renewable three-year term.

- Research affiliate membership is available to individuals whose appointments reside in units not offering work for graduate credit or whose appointments are not tenure track.
III.2.2.4.e Professional Affiliate

- Individuals nominated for professional affiliate by units offering work for graduate credit may be appointed to a renewable, three-year term based on evidence of expertise or knowledge that is directly relevant and applicable to the professional program in which the individuals will be teaching.

- Expertise is defined in terms of recent activities recognized by the focal area as indicative of excellence. Appropriate indicators may include but are not limited to: terminal degrees in focal or relevant areas; professional certification; licensure, diplomas, or record of professional practice; and demonstrated professional excellence through performances, exhibitions, presentations, professional publications, or national awards.

- Normally, a person who is eligible for full or associate graduate faculty status is ineligible for professional affiliate status.

- Individuals whose professional activities are a function of their LSU employment are normally ineligible for professional affiliate status.

III.2.2.5 Consideration for Administrative Responsibilities

Individuals with graduate faculty status prior to accepting a position as a Dean or director of academic programs or university-wide administrative appointment may be given extra consideration if their significant service to the university impacts their scholarly productivity for the duration of their administrative appointment. Such individuals will remain on the graduate faculty with their current status until such time as they return to full time faculty status. At that point, they will be normally be accorded at least conditional continued appointment to their former status for a three year review cycle so that they may reestablish their scholarly or creative efforts, subject to annual review by their director to monitor progress and offer support.
III.2.2.6 Graduate Faculty Rights and Responsibilities

III.2.2.6.a Full Members
- Determine policies of the Graduate School.
- Engage in all graduate education activities.
- Chair a thesis or dissertation committee.
- Nominate faculty for membership on the graduate faculty.

III.2.2.6.b Associate Members
- Engage in all graduate education activities.
- Chair a thesis or dissertation committee.

III.2.2.6.c Research Affiliates
- May serve as a member of thesis and dissertation committees but may not chair except by permission of the College Dean and Dean of the Graduate School.
- May engage in instructional activities at the masters and doctoral level.

III.2.2.6.d Professional Affiliates
- May engage in instructional activities at the masters level.
- May serve as a member of thesis committees but may not normally chair except by permission of the College Dean and Dean of the Graduate School.
- May not engage in instructional activities at the doctoral level except by permission of the College Dean and Dean of the Graduate School.

III.2.3 Supervising and Mentoring

Schools are encouraged to develop their own written processes and procedures for supervising and mentoring students. Graduate Teaching Assistants and Research Assistants must be provided feedback as determined by the Graduate school. New faculty should be assigned faculty mentor(s) as determined by the schools. P-12 faculty and/or agency personnel who supervise field experience and/or clinical practice students shall be supervised and assessed for compliance with all University and College policies. A summary of supervision and mentoring responsibilities follows.
III.2.3.1 New Faculty
Policy determined by schools

III.2.3.2 Graduate Teaching Assistants
Policies determined by schools

III.2.3.3 Graduate Research Assistants
Policies determined by schools

III.2.3.4 Field Experiences and Clinical Practice Faculty
Determined by the individual school's offices for field experiences. Additional considerations include the following.

III.2.3.4.a In all programs, selection of field sites and mentors/field supervisors is jointly determined by University and school/agency personnel in accordance with the College's mission and program expectations and standards.

III.2.3.4.b Roles and responsibilities of the various parties involved, as well as principles and expectations governing placements and experiences, are defined in memos of understanding and program handbooks, as well as in orientation sessions and professional development workshops.

III.2.3.4.c University supervising faculty and, if applicable, school or agency administrators monitor and assess site supervisor suitability in meeting program requirements and expectations, as well as supervisory effectiveness.

III.2.4 Promotion/Tenure

III.2.4.1 General
Whether tenure is granted at the traditional end of the evaluative period, or whether it is granted to a senior faculty member just entering the University, all tenure and/or promotion decisions for faculty in tenurable or tenured positions must be made only after a thorough, impartial analysis of said faculty member's scholarship, teaching, and service, and with the support of evidence from a variety of sources.

The College is governed by the rules of PS-36-T and PS-36-NT, which delineates the general procedures and guidelines for faculty evaluation, promotion and tenure. The procedural guidelines described below are intended to support PS-36-T or PS-36-NT and to ensure that review at the school and college
level is as thorough, analytical, and clear as is necessary to support appropriate decisions. These guidelines shall govern review of all cases of tenure and/or promotion in the College. Early reviews are generally discouraged except under extraordinary circumstances and should only proceed when merit is well-established and clearly meets or exceeds the expectations applied in other reviews.

III.2.4.2 CHSE Promotion and Tenure Review Guidelines

An ad hoc CHSE Promotion and Tenure Guidelines Committee was formed in February 2014 to establish tenure and promotion guidelines for the College. Appendix F contains the committee’s final work product, which is intended to enhance internal communication within the College concerning performance expectations as well as to clarify the College’s tenure and promotion standards within the context of that of the larger University policies and procedures concerning promotion and tenure.

After much deliberation the ad hoc CHSE Promotion and Tenure Guidelines Committee ultimately settled on defining minimum performance expectations across the College. In so doing, the committee was challenged to define the minimum quantity of committee defined high quality outputs that a candidate may experience success when applying for tenure and/or promotion within the College. As such, it is important to emphasize that a candidate who merely achieves the minimum standards outlined in this document in terms of quantity may not meet the overall threshold for a successful tenure and/or promotion request unless the review committee determines that every output of that candidate was of the highest quality as defined by their academic peers. Accordingly, tenure and/or promotion candidates are strongly advised to set personal achievement goals beyond the minimum standards outlined in this document.

Furthermore, these standards are not aspirational goals the College hopes to reach in the future. Instead, they reflect the current standards that are presently in use when evaluating tenure and/or promotion candidates at the College level. Therefore, this document reflects minimum standards as defined at the time of its development, and the document shall be routinely considered for modification in order to best reflect actual performance standards in accordance with potentially revised College or University policy standards.
III.2.4.3 CHSE Promotion and Tenure Process

Timelines for submission and reviews must be consistent with University policies and academic due dates posted by the LSU Office of Human Resource Management. Materials are to be submitted to CHSE Dean’s office no fewer than 3 weeks before the established University deadlines.

Policies and procedures of the school review process must be formulated by the school and approved by the Dean, the Executive Vice Chancellor and Provost and the Faculty Senate Committee on Faculty Personnel Policies as defined in Policy Statement 36-T.

Votes will be considered affirmative if a minimum of 75% of the voting faculty are in favor; mixed, if less than 75% but greater than 50% of the voting faculty are in favor; and negative, if 50% or less of the voting faculty are in favor. Following the vote, the chair of the departmental review committee shall write the review and justification for the vote. This review shall be as extensive as necessary to present the case in an analytical, balanced and impartial manner, with the narrative and the vote being completely and unquestionably consistent with like reviews being undertaken. Before sending the committee letter forward, the committee chair shall circulate the review file among committee members to ascertain that it accurately reflects the committee’s evaluation. In the case of disagreement with the committee chair’s review summary, additional reports from committee members may also be submitted.

The committee vote, review summary signed by the committee chair, and any additional report(s) signed by the author(s) shall be forwarded to the director of the school. The school director shall write an independent review and a firm positive or negative recommendation, including in the case of a mixed vote of the committee or in the case of disagreement among committee members and the committee chair. This recommendation shall address the candidate’s strengths and weaknesses and shall document the director’s support or non-support of the committee’s recommendation clearly, concisely and unequivocally.

Prior to submission of promotion and/or tenure recommendations to the Dean, the candidate will receive copies of all official written statements of the evaluation generated by faculty and director regarding her/his promotion and/or tenure as defined by PS-36T & NT. The candidate may prepare a formal letter of
response for inclusion with the promotion and/or tenure file submitted for review beyond the department. In order to be considered in the College review process, such a letter must be sent to the director of the school and to the Dean no later than seven calendar days after the date when the candidate is advised of the recommendation.

To help assure rigorous and thorough reviews, an advisory committee, established in advance and composed of senior faculty, will be employed by the Dean when considering recommendations for (1) promotion and/or tenure or (2) tenure with an initial appointment. While advisory committee recommendations will not become part of appointment or review files, the Dean will incorporate the vote and comments by the advisory committee in his or her recommendation. Each Dean is solely responsible for writing evaluations and making the recommendations at his or her level, using criteria consistent with the criteria for evaluating faculty job performance enumerated in PS-36T and PS-36-NT.

The Dean shall prepare and sign a written recommendation to be forwarded to the provost. The candidate is advised in writing of the Dean's recommendation at the time of submission to the provost. In the case when promotion and/or tenure is not recommended, or if the candidate requests it, a conference with the Dean shall be held.

Beyond the College, tenure and/or promotion reviews adhere to University policy as outlined in PS-36T or PS-36NT. Decisions on tenure are ultimately made by the president & chancellor of LSU. Decisions on promotion are recommended by the president & chancellor of LSU and ultimately ratified by the LSU Board of Supervisors. The president & chancellor and Dean will, in a timely manner, provide candidates with written notification of the final decision post Board of Supervisors’ ratification of promotion and or tenure requests.

### III.2.5 Sabbatical Leaves

Sabbatical leaves are to be awarded only to faculty who have shown by their scholarly accomplishments that such a leave would benefit both them and the University.

Timelines for submission and reviews must be consistent with University policies and academic due dates posted by the LSU Office of Human
Resource Management. Materials are to be submitted to CHSE Dean’s office no fewer than 3 weeks before the established University deadlines.

The following general guidelines are suggested for reviewing applications.

III.2.5.1  **Sabbatical leaves should be used:**
- To improve an individual’s research, artistic or scholarly skills
- To change the direction, thrust or area of an individual’s specialization within subject field
- To actively participate with a peer in a worthy project or activity which could not be accomplished under a normal academic workload
- To conduct intensive research or other scholarly activity which requires access and review of material that is not available to local museums, archives, libraries, etc.
- To utilize equipment, laboratories, facilities, etc, which are not available on the individual’s home campus
- To conduct extended field research
- To initiate or facilitate cooperative projects with other universities
- To perform other scholarly endeavors of equal merit

III.2.5.2  Faculty are encouraged to spend their sabbatical leaves away from Baton Rouge; in fact, applications proposing a significant amount of study and research away from the campus will be given priority. However, it is recognized that in some instances the proposed scholarly activity is not affected by location, and in such cases the application will be given full consideration.

III.2.5.3  Sabbatical leaves will not be considered for purpose of “retreading” or for “rest and recreation.”

III.2.5.4  Award of sabbatical leave is not automatic after each six-year period of service.

III.2.5.5  Upon return from sabbatical, faculty are required to submit a report of their sabbatical activities to the Vice Chancellor for Research and Economic Development through the Dean and school director.

III.2.5.6  Refer to PS-12 for further information on sabbatical leave.
III.2.6 Work Load Policy

As articulated in the LSU Faculty Handbook (p. 14), “the work load of faculty members includes formal classroom and laboratory teaching; course development; scholarly activities; supervision of theses, dissertations, and independent study courses; student evaluation and advising, and professional, University, and public service duties. The distribution among these various duties may vary from one faculty member to another and from one semester to another. Assignments are made by the department director in consultation with the faculty and must be consistent with the stated departmental goals and objectives and with stated criteria for evaluating faculty performance.

The normal classroom teaching assignment (for full-time faculty with minimum involvement in other faculty duties) is the equivalent of 12 semester hours of lecture per week. In some cases exceptionally large classes of 200 or more will be counted as a two-course load unless the college provides additional resources or support from graduate assistants. Classroom teaching assignments are adjusted according to research, service, and administrative assignments, and may vary according to student level (undergraduate, graduate, or professional). All full-time faculty members carry full workloads and normally have budgetary assignments that reflect the variety of assigned duties.”

The College of Human Sciences and Education recognizes the diversity of contributions faculty members make to the mission of the College and evaluates faculty consistent with their assigned responsibilities. Within the tenure and tenure-track ranks, the normal expectation for faculty in a College of Human Sciences and Education at a flagship, research University is that they maintain a record of scholarly productivity, excellence in teaching and service to the College and the profession. Particularly within graduate departments, the expectation is that faculty maintain membership on the Graduate Faculty and are available to serve on committees and teach graduate courses. Continued Graduate Faculty status requires a steady scholarly output in a focused research direction (i.e., that an individual is publishing consistently in a defined research area in quality journals or through quality presses, usually as first author). To that end, the normal teaching loads per semester of tenured and tenure-track faculty are as follows: (A course normally equates to 3 credit hours).

Assistant Professors               Two Courses
### Associate and Full Professors

<table>
<thead>
<tr>
<th>Faculty Status</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Grad Faculty</td>
<td>Two Courses</td>
</tr>
<tr>
<td>Associate Grad Faculty</td>
<td>Two-Three Courses</td>
</tr>
<tr>
<td>No Grad Faculty Status</td>
<td>Four Courses</td>
</tr>
</tbody>
</table>

All faculty are expected to contribute to the research and service missions of the department, commensurate with the individual assignments that are negotiated between the faculty member and the school director.

Faculty who lose graduate faculty status entirely or whose status changes from Full Member to Associate Member and who desire to return to a two course teaching load per semester, must submit a plan to their school director outlining how they intend to regain graduate faculty standing within three years. The director and the faculty member will review the plan annually to assess the faculty member’s progress. Should the faculty member’s graduate faculty standing be upgraded, an adjustment to the faculty member’s teaching load may be made for the next semester.

It should be recognized that individual faculty members’ assignments over the course of their careers may vary based on their interests, the needs of the program, or other obligations. For example, faculty chairing an accreditation committee or editing a major journal may choose to negotiate a larger percentage of their time in service for the duration of that assignment. Alternatively, faculty might teach less than two courses if supported by external funding for scholarly projects. Faculty will be evaluated annually on the basis of the negotiated assignment.

**Release time policy:** The College will ensure that faculty workload and release time are appropriate for the faculty assignment. Consideration for course-release time will be given for college- or school-level administrative duties that require a significant amount of time. Among those administrative duties considered for course-release time are Dean, Associate Dean, school director, associate school director; and oversight of a major accreditation review. Release time for conducting extramurally-funded, sponsored program activities (e.g., grants, contracts, philanthropically-funded projects) will also be considered, provided an appropriate percentage of the salary of the faculty member is funded by the sponsored project. Given that such extramural funding is for the purpose of conducting sponsored research, release time is typically granted from the research effort of the faculty member’s workload. In the event release time is granted from the teaching effort of the faculty member’s workload, funding should be sufficient to hire replacement teaching faculty. In addition, the percent of teaching release time will result in a corresponding increase in the expectation for the faculty member’s research productivity.
Identification of teaching responsibilities that should be considered on-load: The directors of the school will ensure that courses that do not accurately represent actual faculty teaching loads are correctly identified through the University Courses and Curricula Committee using the appropriate course codes, for example:

- Courses coded as clinics/practicum that are taught in accordance to requirements for a scheduled course will be identified and re-submitted to the University Courses and Curricula Committee as laboratory courses.
- Courses currently coded as Research but are scheduled seminar courses will be identified and re-submitted to Courses and Curricula as seminars.
- Courses coded as clinic/practicum that meet requirements for student teaching workload according to accreditation standards will be considered part of the course load and submitted to Courses and Curricula using an appropriate code.

III.2.7 Additional Compensation

Additional Compensation (Ad Comp) may be provided to faculty in accordance with University policies and practices as detailed in PS-43 and PM-3.

III.2.8 Summer Teaching Appointments

Faculty summer appointments are made by the school director. Typically, faculty receive 1/9 salary for teaching one summer course with an additional 1/9 or fixed amount provided for a second course, depending upon school policy, course enrollment, and/or the summer school funding formula.

III.2.9 Summer Research Appointments

Research compensation for faculty without teaching appointments will be calculated on a daily rate that provides 3/9 of academic year salary.

Research compensation for faculty with teaching appointments will be calculated to allow 1/9 of academic year salary for the days allowed for research outside of the Summer Session dates. Thus, faculty both with and without teaching assignments have the same potential to earn 3/9 of academic year salary.

III.2.10 Distance Learning Appointments for LSU Online

Faculty who are participating in the design and delivery of courses as part of the university’s vended distance education program offerings will have an opportunity to either earn additional compensation in accordance with
PS-43 and PM-3 or receive buy-out of teaching effort based on the approved incentive model. For more information, contact the Associate Dean of Distance Learning and Professional Education.

III.2.11 Courses Offered in Nontraditional Formats

Any courses that do not generate student credit hours for the College (e.g., intersessions, distance education, academic programs abroad) must be submitted through the school director to the Assistant Dean for Finance and Administration for approval by the Dean.

III.2.12 Performance Evaluation

Annual performance evaluations for academic employees/faculty are conducted by the Directors of the School and the Dean of the College in accordance with PS-36-T: Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance for tenured/tenure-track faculty and PS-36-NT: Initial Appointments, Reappointments, Annual Reviews, and Promotions For Faculty Other Than Tenure-Track and Tenured for non-tenure track faculty. Annual performance evaluations of the Directors of the Schools are conducted by the Dean of the College in accordance with both PS-35: Performance Evaluation of Administrative, Professional and Other Academic Staff and PS-111: Consultation with Faculty in Certain Reviews of Administrative Performance. Annual performance evaluations of the Dean of the College are also conducted in accordance with both PS-35 and PS-111 under the auspices of the Office of Academic Affairs, and therefore, not included in this section.

III.2.12.1 Process for Conducting Performance Evaluation for Academic Employees/Faculty:
The annual performance review of academic employees/faculty will occur as outlined in PS-36-T: Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance for tenured/tenure-track faculty and PS-36-NT: Initial Appointments, Reappointments, Annual Reviews, and Promotions for Faculty Other Than Tenure-Track and Tenured for non-tenure track faculty. In the spring semester, the Directors of the schools of the College will solicit annual activity reports from the faculty summarizing accomplishment over the previous calendar year. Because this information is used in compiling data for the college’s annual report on strategic planning, accomplishments should address each of the following, as applicable
III.2.12.1.a Faculty

- Faculty highlights with name of individual, award or project description
- List of faculty fellows

III.2.12.1.b Programs and Partnerships

- A list of sponsored programs & collaborations and a paragraph description of each that includes impact statements (number of students or individuals affected, number and nature of organizations, or other pertinent facts/findings)
- Names of professional development schools or programs and description of each that includes impact statements (number of students or individuals affected, number and nature of organizations, or other pertinent facts/findings)
- Partnerships with community agencies to promote health behaviors and description of each that includes impact statements (number of students or individuals affected, number and nature of organizations, or other pertinent facts/findings)
- Other partnerships: please describe program outreach efforts and include name of program, funding source, location(s), organizations, agencies, schools or school districts, number of individuals participating
- Course number, title and enrollment in service learning courses.

III.2.12.1.c Discovery & Research

- List of publications in refereed academic journals, including in press
- List of refereed presentations (listed separately by state, regional, national and international)
- List of books and book chapters
- Names of faculty serving on editorial staff of journals
- Names of faculty serving on editorial or review boards
- Names of individuals who have received national/international award(s) and title of award(s)
III.2.12.1.d Graduate Students
- Name(s) of doctoral students who have refereed journal publications and names of publications
- Name(s) of doctoral students who have refereed professional presentations and location

III.2.12.1.e Service
- Name of faculty serving in elected leadership positions in professional organizations on the national/international, including name of position and organization
- Names of faculty appointed to professional organization boards/committees, including name of position and organization
- National/international symposia organized by faculty
- Names of faculty who received awards for community service and title of award

Using a standard survey instrument, the Directors will evaluate the performance of the faculty. At a minimum, the survey instrument should identify the percent of effort distribution of the faculty member’s workload assignment (i.e., teaching, research, and service) and the Director’s evaluation of the faculty member’s performance in each workload area. The survey instrument should also include a single assessment measure of the faculty member’s overall performance. To ensure the completeness of the evaluations, Directors must use the Faculty Activity Report established for the entire college.

The Director will review the performance evaluation with the faculty prior to forwarding the evaluation to the Dean of the College no later than April 15. If the faculty member wishes, s/he will have the opportunity to append a rejoinder statement with the evaluation prior to its submission to the Dean. Final copies of annual performance evaluations of the faculty are to be electronically uploaded to HRS by staff of the schools no later than July 15.

III.2.12.2 Process for Evaluation of the Directors of the Schools:
The annual performance review of the Directors of the Schools will occur as outlined by PS 35: Performance Evaluation of Administrative, Professional and Other Academic Staff. In addition, at least every other year, pursuant to PS 111:
Consultation with Faculty in Certain Reviews of Administrative Performance faculty input to the director's evaluation will be solicited. Faculty opinion will be solicited using a standard survey instrument during the spring semester of the year in which an evaluation will take place. Data will be summarized and a report will be prepared and presented to the Director as part of the annual review process. The meeting between the Director and the Dean will occur after the Director has submitted a personnel summary as outlined in PS 35 and after school summaries/progress reports have been submitted. These summaries and progress reports are typically made available to the Dean at the completion of the fiscal year with the face-to-face meeting with the director occurring in early August.

Assurance of Confidentiality: Faculty written comments about the director made during the evaluation process will be kept in strict confidence by the Dean. Faculty comments will be typed and provided to the director in the written summary.

Reporting Results to the Faculty: After the Dean has met with the director, the Dean will call a special meeting of school faculty to discuss the evaluation of the director and provide a written summative report for their review.

Final copies of annual performance evaluations of the Directors are to be electronically uploaded to HRS by the Assistant Dean for Finance and Administration no later than August 15.

III.2.13 Merit Pay Policy

School directors, in consultation with the Dean, will recommend merit pay, when available, to faculty based on annual review data. The College will promulgate to the Directors merit raise procedures, in accordance and consistent with University policies and consistent with school and College goals.

III.2.14 Endowed Professorships (Revised: April 30, 2013)

III.2.14.1 Candidate Eligibility

III.2.14.1.a Candidates must be a full-time faculty member in any of the six schools of the College, which include: the School of Education; the School of Human Resource Education and Workforce Development; the School of Kinesiology; the School of Library and Information Science; the School of Social Work; and the University Laboratory School.
III.2.14.1.b When the preference of the donor(s), as identified in the endowment agreement, restricts a professorship to a specific school or academic discipline, the preference of the donor(s) shall be honored.

III.2.14.1.c Consideration of candidate characteristics shall be based on qualities including, but not limited to, excellence in teaching, scholarship, and/or service, in honor of past, present, and future contributions appropriate to the purpose of the professorship.

III.2.14.2 Nomination Procedure

III.2.14.2.a When professorships are available, the Dean may solicit nominations, via an announcement to the directors of the schools, of the availability of the professorship, along with any specific criteria identified by the donor(s) in the endowment agreement.

III.2.14.2.b Directors shall submit nominations along with appropriate biographical and professional information on the nominees (e.g., standard curriculum vita, activity reports, record of grants activity, etc.) to the Administrative Council, which serves as an advisory committee to the Dean.

III.2.14.3 Selection Procedure

III.2.14.3.a Nominations shall be reviewed by the Administrative Council.

III.2.14.3.b As appropriate, the Administrative Council may choose to interview faculty, administrators, students, and the nominee’s colleagues outside the College and University.

III.2.14.3.c The Administrative Council shall make the recommendation to the Dean for awarding the professorship.

III.2.14.3.d The Dean may either accept or reject the recommendation of the Administrative Council.

III.2.14.3.e In the case of rejection, the Dean shall explain the rationale for rejection and ask the Administrative Council for an additional recommendation.

III.2.14.3.f Upon the selection of a candidate, the Dean shall forward a recommendation for approval to obtain necessary administrative approvals by the University.

III.2.14.3.g The recommendation shall remain confidential until approved by the appropriate University administrative entity.
III.2.14.3.h Pursuant to the Board of Regent's *Endowed Chair's for Eminent Scholars Program Policy*, all recipients of Board of Regents matched endowed chairs will be selected through national searches. Search committees will include at least one individual external to the campus who is a recognized expert/scholar in the general field of the prospective chair, but who is not affiliated with either the private donor or the Board of Regents.

III.2.14.4 Term of Appointment and Renewal

III.2.14.4.a The term of appointment shall be for a period of at least one academic year, but not more than three years.

III.2.14.4.b The consideration for renewal shall be initiated by the recipient’s school director in the form of a memo of support submitted to the Administrative Council.

III.2.14.4.c The Administrative Council shall consider the request and recommend to the Dean whether or not to renew the honorific.

III.2.14.4.d The Dean shall provide written notification to the recipient of the status of the renewal decision.

III.2.14.5 Monetary Consideration

III.2.14.5.a The total amount of monetary consideration shall be determined annually based on endowment earnings and subject to the award limits established by the LSU Foundation Board.

III.2.14.5.b The total amount of monetary consideration shall be a combination of endowment earnings from the private endowment portion of the professorship, and the endowment earnings from the State-matched endowment portion of the professorship, provided the private portion has been matched by the Board of Regents. (Note: Since State matching occurs only after the private portion of the professorship endowment has been fully funded, in most instances a recipient will begin to receive the private portion of his/her monetary award before receiving the State portion.)

III.2.14.5.c Monetary consideration shall continue to be made available to the recipient as long as annual endowment earnings are of sufficient levels, but no longer than the three-year term.
III.2.14.5.d The amount of monetary consideration available to the recipient as determined annually, shall be provided to the recipient in writing.

III.2.14.5.e Monetary consideration shall be made available to the recipient in one of the following forms: temporary salary supplements during the academic year, summer salary, or support for expenditures. If the professorship has been awarded on a competitive project proposal basis, funds will be restricted to elements identified in the proposal budget unless otherwise approved by the Dean.

III.2.14.5.f The recipient shall select the form of monetary consideration at the beginning of the fiscal year, and that selection shall remain in place for the duration of that fiscal year.

III.2.14.6 Annual Reporting

For stewardship purposes, endowed professorship recipients must submit a letter to the Development office by June 30 summarizing accomplishments over the past academic year. Providing the donor with this letter is extremely important in stewarding the relationship between them and the college. Donors truly enjoy hearing about the great work being done, in part, through the support of their generous gift.

If the professorship was a 1-year project-based award, recipients must submit a separate summary of project expenditures in addition to the written final report on the project. The latter will be shared with the professorship donor for stewardship purposes, while the former will be used for internal college financial accounting and reporting.

III.2.15 Scholarships

III.2.15.1 Establishment of Scholarship Management Policies

III.2.15.1.a Policies should identify the following elements and the party responsible for carrying them out
- Establishment of scholarships
- Determination of scholarship amounts and values
- Composition and roles of selection committee(s)
- Form of application
- A uniform timeline for the application and awarding of scholarships
III.2.15.2 Establishment of Scholarships

III.2.15.2.a The establishment (or re-location) of a scholarship should be made under the guidance of the Sr. Director of Development (LSU Foundation scholarships) or the Assistant Dean for Finance and Administration (University/Alumni Association scholarships) and with the approval of the Dean.

III.2.15.2.b Scholarships should be established (or re-location) under the college or appropriate school as determined by either the scholarship criteria or other recognized donor intent.

- Non-discipline specific scholarships should be established under and managed by the Office of the Dean.
- Discipline specific scholarships should be established under and managed by the Office of the Director of each respective school.

III.2.15.2.c Scholarship criteria will be identified and placed on file with the university by the Assistant Dean for Finance and Administration at the time the scholarship is established.

III.2.15.2.d Copies of criteria for all scholarships should be maintained by the Office of Student Services.

III.2.15.2.e Copies of criteria for school-level scholarships should also be maintained by the Office of the Director of the schools.

III.2.15.3 Determination of Scholarship Amounts and Values

III.2.15.3.a The amount and value of scholarships should be determined based on availability of funds during the spring semester prior to the academic year of the award disbursement.

III.2.15.3.b Funds availability for school-level scholarships will be determined by the finance officer of each school, with verification by the Assistant Dean for Finance and Administration.
III.2.15.3.c Funds availability for college-level scholarships will be determined by the Assistant Dean for Finance and Administration.

III.2.15.4 Composition and Role of Selection Committee(s)
   III.2.15.4.a A Student Scholarship committee should be established at the college level for college-wide scholarships and within each school for school-level scholarships.
   III.2.15.4.b The college-level committee should be comprised of faculty representatives from each school of the college who are recommended by the Directors.
   III.2.15.4.c The school-level committees should be comprised of a representative group of faculty from within the school who are selected by the Directors.
   III.2.15.4.d Ex officio committee membership on both the college-level and school-level committees should be extended to appropriate staff members knowledgeable about the availability and eligibility criteria of scholarships.
   III.2.15.4.e Consideration might be given to having representatives from the school-level committees serve on the college-level committee.

III.2.15.5 Form of Application
   III.2.15.5.a Undergraduate scholarship application processes should consider use of the university’s online scholarship application form through myLSU since data is updated programmatically by the university.
   III.2.15.5.b Graduate scholarship applications should be uniform; however, units may solicit program specific information necessary for awarding discipline specific scholarships.
   III.2.15.5.c All scholarship applications, new or revised, should be reviewed by the Associate Dean for Programs and Services.

III.2.15.6 Scholarship application and awarding timeline
   III.2.15.6.a The college and its subsidiary units should establish a uniform timeline for submitting, reviewing and awarding of scholarships.
   III.2.15.6.b To maximize the opportunity to use scholarship for recruitment purposes, awards should be made no later than the end of the spring semester for the following academic year.
III.2.15.7 Procedures to Apply for and Award Scholarships

III.2.15.7.a Notice of application
- Notification of the uniform timeline for awarding scholarships should be issued to all CHSE undergraduate and graduate students by the Office of Student Services and made available on the unit website.

III.2.15.7.b Collection of applicant data
- Applicant data for students to be considered for college-wide awards should be collected by the Office of Student Services.
- Applicant data for student to be considered for school-level awards should be collected by the Directors' designees.
- Use of the myLSU scholarship application reporting tools will facilitate easily compiling and sorting data sets in spreadsheet format.

III.2.15.7.c Review of eligibility
- College-wide scholarships
  a. Initial eligibility for college-wide scholarships should be determined by designated staff in the Office of Student Services based on established scholarship criteria.
  b. Eligibility of recommended recipients should be verified by the Assistant Dean for Enrollment Management in the Office of Student Services.

- School-level scholarships
  a. Initial eligibility for school-level scholarships should be determined by designated staff in the Office of the Director of the school.
  b. Eligibility of recommended undergraduate recipients should be verified by the Assistant Dean for Enrollment Management in the Office of Student Services.

III.2.15.7.d Recipient recommendations
- College-wide scholarships committee
  a. The college-level scholarship committee should be provided with information provided by the Office of Student Services, including: available scholarships, eligible applicants for each scholarship, and a listing of the scholarship criteria.
b. The committee should review all students eligible for each available scholarship and make award recommendations for the approval of the Dean or Dean’s designee

- School-level scholarships committee
  a. The school-level scholarship committee should be provided with information provided by the Office of the Director, including: available scholarships, eligible applicants for each scholarship, and a listing of the scholarship criteria
  b. The committee should review all students eligible for each available scholarship and make award recommendations for the approval of the director.

III.2.15.7 e Processing, review and approval of award entries

- College-wide scholarships
  a. Once the Dean or his/her designee has approved the recipients, an award entry should be loaded by staff in the Office of Student Services.
  b. The Assistant Dean for Enrollment Management or his/her designee should review entries to confirm eligibility and sign the entries as the initiating authority.
  c. Entries should be routed to the Assistant Dean for Finance and Administration to confirm adequacy of funds.
  d. Entries should be signed by the Dean or designee and submitted to the Office of Student Aid and Scholarships.

- School-level scholarships
  a. The school-level scholarship committee should be provided with information provided by the Office of the Director, including: available scholarships, eligible applicants for each scholarship, and a listing of the scholarship criteria.
  b. The committee should review all students eligible for each available scholarship and make award recommendations for the approval of the Director.
  c. An award entry should be loaded by staff in the Office of the Director and signed by the Director or his/her designee as the initiating authority.
d. Entries should be routed to the Assistant
Dean for Finance and Administration to
confirm adequacy of funds.
e. Entries should be signed by the Dean or
designee and submitted to the Office of
Student Aid and Scholarships.

III.2.15.7.f Notification of applicants

- College-wide scholarships
  a. Recipients of college-wide scholarships and
     unsuccessful applicants should be notified
     by the Office of Student Services on behalf
     of the Dean.
  b. Recipients must prepare and submit to the
     Office of Student Services a letter of thanks
     to the scholarship donor(s) which will be
     forwarded on their behalf.
  c. Copies of thank you letters are to be
     provided to the Development Office for
     stewardship purposes.

- School-level scholarships
  a. Recipients of school-level scholarships and
     unsuccessful applicants should be notified
     by the Office of the Director.
  b. Recipients must prepare and submit to the
     Office of the Director a letter of thanks to
     the scholarship donor(s) which will be
     forwarded on their behalf.
  c. Copies of thank you letters are to be
     provided to the Development Office for
     stewardship purposes.

III.2.15.8 Post-award reporting and reconciliation

III.2.15.8.a The Office of Student Services should provide the
Development Office with an annual report of
college-level and school-level scholarship awards
for stewardship purposes.

III.2.15.8.b The Development Office should record student-
donor correspondence in TAILS.

III.2.15.8.c The Assistant Dean for Finance and Administration
or designee will monitor and maintain financial
records on college-wide scholarship accounts to
ensure award charges are allowable.

III.2.15.8.d The finance staff in the Office of the Director will
monitor and maintain financial records on school-
level scholarship accounts to ensure award charges
are allowable.
III.2.15.9 Retention of records

III.2.15.9.a Scholarship application and award correspondence records should be retained for a period of at least three years in the Office of Student Services for college-wide scholarships and in the Office of the Director for school-level scholarships.

III.2.15.9.b Scholarship financial records should be retained for a period of at least three years by the Assistant Dean for Finance and Administration for college-wide scholarships and in the Office of the Director for school-level scholarships.

III.2.16 Faculty Incentives for Conducting Sponsored Research

When funds are determined to be available at the discretion of the Dean, the College will provide resources to faculty in support of their research through funds generated in the conducting of sponsored research. Examples of these are research release unexpended salary savings recovery and indirect cost (Facilities and Administrative Costs) recovery.

III.2.16.1 Policy on Research Release Unexpended Salary Recovery

When engaged in the administration of an externally funded sponsored program, faculty members have the option of charging a percent of their salary commensurate with the amount of effort expended in the execution of the sponsored program. This salary cross charge will generate research release salary funds which will accrue to the College of Human Sciences and Education on a monthly basis as salary expenditures are charged to the respective sponsored program(s). These research release salary funds are made available to the academic unit through a unit-wide unexpended salary account. All research release salary funds recovered by the College of Human Sciences and Education will be managed by the Assistant Dean for Finance and Administration through the Dean's Office of Finance and Research Administration. The purpose of this policy is to establish the manner in which these research release salary funds will be allocated within the College.

Of the amount of research release salary savings returned to the College of Human Sciences and Education, 50% will be directly allocated to the faculty members whose salary is cross-charged to a sponsored program thereby generating the research release salary savings. In the event that replacement teaching needs result from the "buy-out" of teaching time, replacement teaching costs will be deducted from the 50% of research release salary savings allocated to the faculty member.
Faculty members receiving a research release salary savings allocation will be provided with a statement indicating the balance available to be used at that time, as well as a projection of future research release salary savings accruals through the end of that fiscal year. Research release salary savings funds are sensitive to fiscal year deadlines, and as such, unexpended balances will not carry over from one fiscal year to the next. Therefore, attention must be given to expending all research release salary savings generated in a given fiscal year by June 30 of that fiscal year. The use of research release salary savings will be at the discretion of the faculty member, and subject to all State procurement regulations and established College policies and procedures.

Accrued research release salary savings balances remaining in a faculty member’s account will be liquidated upon the faculty member’s separation of service (e.g., resignation, retirement or termination) from the University. The remaining funds will be returned to the Dean’s Office of Finance and Research Administration to be administered by the Dean.

III.2.16.2 Policy on Indirect Cost (F&A) Recovery

The University has established a policy concerning the return to the academic units a portion of the Facilities and Administrative Costs, also known as indirect costs, generated by externally funded sponsored programs administered by the units. Near the beginning of each calendar year, the LSU Office of Sponsored Program Accounting calculates and reports to Deans on the amount of indirect costs recovered by the sponsored programs administered by the academic unit. These indirect costs are reported for the previous fiscal year (July 1 through June 30), and the amount to be returned to the academic unit is transferred into a unit-wide indirect cost recovery account. All indirect costs recovered by the College of Human Sciences and Education will be managed within that single account by the Assistant Dean for Finance and Administration through the Dean’s Office of Finance and Research Administration. The purpose of this policy is to establish the manner in which the portion returned to the College of Human Sciences and Education will be distributed within the College.

Of the amount of University indirect cost recovery returned to the College of Human Sciences and Education, 50% will be directly allocated to the PI/Co-PI whose sponsored program generated the recovered indirect costs; 40% will be allocated to the unit under which the PI/Co-PI is affiliated; and 10% will remain in the Dean’s
Office of Finance and Research Administration and expended at the discretion of the Dean.

Directors and faculty members receiving an indirect cost allocation will be provided an annual statement indicating the balance available to be used. Indirect costs recovery funds are not sensitive to fiscal year deadlines, and as such, unexpended balances will carry over from one fiscal year to the next. The use of allocated indirect cost recovery is subject to all State procurement regulations.

III.2.17 Support for Travel (Departmental & External)

Departments will develop their own policies for distribution of faculty travel funds, when available.

When funds are determined to be available at the discretion of the Dean, the College will offer a Faculty Travel Grant Program in coordination with Directors of the school, which provides faculty travel funds for faculty presentations and research. Faculty will be informed when funds are available and the procedures for requesting funds. Typically, a written request accompanied by a budget and supporting documentation will be required of all who request funding from the Faculty Travel Grant Program. Email submissions to the Director of the Schools are encouraged. When available, graduate students may also request travel support for presentations. Faculty and graduate students are encouraged to seek additional support from the school, Graduate School, Office of Research and Economic Development or other University resources.

III.2.18 Support for Hosting Conferences

The Manager of Professional Education in the Office of Finance & Research Administration can assist with all areas of conference and workshop planning. This includes timeline and budget management, logistical confirmations (i.e., room reservations, catering, etc.), participant registrations, and communication with participants and necessary vendors.

In certain circumstances, approval from University administration may be required prior to hosting a conference. Therefore, please complete an online request as soon as necessary to ensure adequate planning and smooth execution of your event. The online request form can be found at:
(http://chse.lsu.edu/sponsored_programs/workshop_planning.shtml)
Information needed to complete the online request form include:

- Anticipated Date or Time of Year
- General description of the conference or workshop (e.g., goals, expected number of participants, target audience, and benefit/impact potential)
- Expected source(s) of funds (i.e., registrations, sponsorships, etc.)

The College has established a restricted conference account that can manage the receipt of revenues (e.g., individual conference registration or larger sponsorship contributions) which in turn can be used to defray conference expenses. In addition, the Office of Finance & Research Administration is available to provide logistical and technical support for approved conferences as well as support with budget preparations.

Hosting conferences, workshops or seminars will allow faculty and staff who develop these programs to become leaders among their peers and colleagues as well as within the University. As the funds collected can be used from year to year to further develop and strengthen programs within the College. The potential Net Revenue Model is as follows:

Net Revenue up to $5,000:
- Faculty member* receives 40% of net
- School receives 10% of net
- College receives 50% of net

Net Revenue above $5,001:
- Faculty member* receives 50% of net
- School receives 10% of net
- College receives 40% of net

*If multiple faculty members are involved in one project, it is the responsibility of the PI to determine the financial split of the faculty portion in advance.

III.2.19 Vitae

Faculty are expected to maintain updated vitae and submit an electronic version of their vitae to their school at least once a year. It is recommended the vitae be submitted at the time the Annual Report is submitted.

III.2.20 Syllabi

Faculty should develop and maintain a social contract of course expectations and communicate expectations and grading policies through distributing and negotiating, as appropriate, a course syllabus
for all courses. At the beginning of every semester, updated copies of course syllabi must be electronically submitted to the departmental office. It is also recommended that course syllabi be placed on the University’s course management system (e.g., Moodle) in the event of a long-term campus closure.

Suggestions for contents of course syllabi and/or negotiated syllabi content:

1. Course Title, Instructor(s), and contact information and policies
2. Course description
3. Course goals and/or requirements
4. Relationship to program goals, where appropriate (e.g., conceptual framework, professional standards)
5. Articulation of relationship between course assignments and core program and/or unit assessments
6. Class policies (attendance, late assignments, test/assignment make-ups, extra-credit, etc.)
7. Required texts/lab manuals/readings
8. Tentative semester schedule showing outline of subject matter
9. Overview of primary assignments and grading scale/policy
10. Supplemental or recommended readings
11. Reminders of University academic dishonesty, attendance, disability, and materials distribution policies

Other considerations for course content and assessments should include the following.

- For 4000-level courses, faculty should confirm in advance with Department Chair whether graduate credit can be permitted and, if so, should differentiate between grading criteria for undergraduate and graduate credit.
- Faculty who teach courses that are required for certain curricula or certification tracks should address related expectations and content requirements for the course.
- Faculty who teach multiple sections of courses should ensure consistency of assessments and grading practices.
- Uniform course syllabi for such courses—specific curricula, certification tracks, multiple sections—should be maintained in the departmental office.

III.3 Professional/Administrative Employees

III.3.1 Additional Compensation
Occasionally professional/administrative employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal work. When such assignments are clearly not a part of the
employee's normal assignment, additional compensation may be permitted. A request must be approved prior to the beginning of the additional compensation assignment. Additional compensation work may include instruction, research, or public service activities which are generally short term in nature. Additional compensation may be provided to professional/administrative employees in accordance with University policies and procedures as detailed in PS-43 and PM-3.

**III.3.2 Annual Performance Evaluations**

Annual performance evaluations for professional/administrative employees are to be conducted at the end of each fiscal year in accordance with PS-35 and submitted to the LSU Office of Human Resource Management. Final copies of annual performance evaluations of the administrative/professional staff are to be electronically uploaded to HRS by unit HR staff no later than August 15.

**III.3.3 Merit Raises**

Supervisors of professional/administrative employees, in consultation with the Dean, will assign merit pay based on annual review data. Merit raise procedures will be determined in accordance with University policies and administered consistent with College goals.

**III.3.4 Tuition Assistance Program**

Full-time employees (non-faculty) who have been employed at least one year at 100 percent effort may—with the approval of his/her immediate supervisor, department head or director, and the Office of Human Resource Management—register for job-related courses up to six hours per semester (three hours in summer term) and receive full tuition exemption. Only three hours per week of the approved job-related courses may be taken during work time without charge to annual leave. In order to continue participation in this tuition exemption program, you must make satisfactory progress, as determined by your supervisor. Generally, “satisfactory progress” will be interpreted to include completion of the course with a passing grade.

Full-time employees (non-faculty) who have been employed less than one year may—with the approval of his/her immediate supervisor and department head or director—register for a job-related course at his/her own expense and be allowed to take this course during work time for no more than one hour per day up to three hours per week.

Part-time employees are not eligible for these educational benefits. Auditing and non-degree credit courses are not covered. “Job-relatedness” is to be narrowly interpreted and will be based on whether the course would be beneficial to the employee in performing the functions outlined in his/her position description, to advance to the next higher position to which s/he might logically aspire within the unit, or if it is required for a
degree program in which s/he is enrolled and if the degree program is also job-related.

Additional details can be found on the Tuition Exemption Program page on the LSU Office of Human Resource Management Website.

III.3.5 Professional Development
Louisiana State University is committed to providing consulting, professional development and assessment services to support continual improvement of effectiveness, both for the individual employee and the organization, in alignment with the University’s strategic objectives. An extensive list of training and development opportunities available to professional/administrative employees can be found on the HRM Training website.

III.4 Classified Employees

III.4.1 Overtime
Overtime policies pertain primarily to hourly employees such as those in the Classified/Civil Service ranks. According to PS-61, which governs overtime, “Staffing should be planned so that most jobs require minimal overtime. Other alternatives should be considered when significant and recurring overtime is required such as additional temporary help, redistribution of the workload, or postponement of the work. Overtime pay should not be used as a means to provide supplemental pay to an employee. The Compensation Section of HRM is responsible for administering this policy.”

III.4.2 Annual Performance Evaluations
Annual performance evaluations for classified employees are to be conducted in accordance with PS-39 and the Performance Evaluation System for Classified Employees. Final copies of annual performance evaluations of classified employees are to be electronically uploaded to HRS by unit HR staff no later than June 30.

III.4.3 Merit Raises
As part of the annual performance evaluation process for classified employees, supervisors determine whether employees are recommended for a merit raise which is available each year as provided for by State Civil Service regulations.

III.4.4 Tuition Assistance Program
Full-time employees (non-faculty) who have been employed at least one year at 100 percent effort may—with the approval of his/her immediate supervisor, department head or director, and the Office of Human Resource Management—register for job-related courses up to six hours
per semester (three hours in summer term) and receive full tuition exemption. Only three hours per week of the approved job-related courses may be taken during work time without charge to annual leave. In order to continue participation in this tuition exemption program, you must make satisfactory progress, as determined by your supervisor. Generally, “satisfactory progress” will be interpreted to include completion of the course with a passing grade.

Full-time employees (non-faculty) who have been employed less than one year may—with the approval of his/her immediate supervisor and department head or director—register for a job-related course at his/her own expense and be allowed to take this course during work time for no more than one hour per day up to three hours per week.

Part-time employees are not eligible for these educational benefits. Auditing and non-degree credit courses are not covered. “Job-relatedness” is to be narrowly interpreted and will be based on whether the course would be beneficial to the employee in performing the functions outlined in his/her position description, to advance to the next higher position to which s/he might logically aspire within the unit, or if it is required for a degree program in which s/he is enrolled and if the degree program is also job-related.

Additional details can be found on the Tuition Exemption Program page on the LSU Office of Human Resource Management Website.

III.4.5 Professional Development
Louisiana State University is committed to providing consulting, professional development and assessment services to support continual improvement of effectiveness, both for the individual employee and the organization, in alignment with the University’s strategic objectives. An extensive list of training and development available to classified employees can be found on the HRM Training website.

III.5 Graduate/Teaching Assistants

III.5.1 Additional Compensation
Graduate assistants are required to devote full time to their graduate programs and to the responsibilities of their graduate assistantships. A GA may accept additional employment or compensation only with the approval of the director or graduate advisor of the student’s department and the Dean of the Graduate School.

III.5.2 Performance Evaluations
Employing units are responsible for providing each graduate assistant with an annual written evaluation. This evaluation must be reviewed by the
GA and one signed copy must be placed in the student's departmental file. If an evaluation form is used, a sample must be submitted to the Graduate School; when more than one evaluation form is used, copies of each type must be on file in the Graduate School.

Grievances involving the employee-employer relationship of graduate assistants and the University shall be appealable through the supervisor of the employing unit (department director, head, other unit supervisor, and, when GA funding resides above the unit level, through the Dean or director) to the Dean of the Graduate School.

III.5.3 Tuition Assistance, Benefits & Fee Responsibilities
The graduate assistant is responsible for paying in-state tuition. Full-time (20 hours per week) assistantship appointments will receive a full tuition exemption. The graduate student will be responsible for applicable University fees.

To qualify for a nonresident and/or tuition exemption, you must be employed on an assistantship at least half the semester. You must be employed on an assistantship on or before the following dates: March 1st for spring, July 1st for summer, and October 1st for fall.

Graduate assistants are eligible for a 10% discount on supplies and book purchases at the Barnes and Noble Union Bookstore. Graduate assistants may elect to pay University tuition and fees by payroll deduction. This option allows total tuition bill deferred in full at the time of registration and paid to the University over a four-month period in equal installments. Graduate Assistant may elect to defer half of the tuition by authorizing the University to initiate a payroll deferment. This option allows deferment to a maximum of 50% of the tuition and fees at the time of registration and the ability to pay the remaining balance in full at a later time established by the University. There is a service charge of $15 to process this option.

Non-resident students who hold assistantships are classified as residents for fee purposes only, and only for the duration of the assistantship contract. For more information regarding residency status, check the LSU Residency Policies.

Additional information on graduate assistantships may be found in PS-21, PS-85, and can also be obtained by contacting the Graduate School.

III.5.4 Enrollment Status Requirement and Academic Standing
Graduate assistants must maintain full-time enrollment in graduate-level courses. Please refer to the Graduate School Bulletin for definition of full-time enrollment. In addition, only graduate students with acceptable academic records may be appointed to graduate assistantships. A student...
admitted on probation may not be appointed to a graduate assistantship until good standing has been achieved. A graduate student placed on academic probation by the Graduate School for failing to make satisfactory progress may not be appointed or reappointed to a graduate assistantship unless the student’s cumulative/semester grade point average is at least 3.00.

Details and additional information regarding eligibility for a graduate assistantship may be found in PS-21, PS-85, and can also be obtained by contacting the Graduate School.

III.5.5 Terms of Appointments
There are two terms of appointments for graduate assistantships.

- *Academic* – Academic appointments are on a 9-month pay-basis and coincide with the academic calendar (typically August through May), semester break schedule as well as faculty appointment dates.

- *Fiscal* – Fiscal appointments are on a 12-month pay-basis and coincide with the University’s fiscal calendar (July 1st through June 30th) and annual holiday schedule as provided for in PS-31.

III.5.6 Summer Employment
Graduate assistants on academic appointments who have been teaching assistants for at least two semesters may be eligible for summer employment teaching courses and lab sections on campus, although the number of available positions available are limited. The employment term for graduate assistants on a 12-month, fiscal appointment includes the months referred to as summer term under a 9-month academic pay-basis. As such, there is no distinction for summer employment under a fiscal appointment.

III.6 Research Associate/Post Doctorate

Research associate and post doctorate appointments are administered in accordance with the guidelines for academic/faculty appointments as in Section III.2.

III.7 Contingent/Transient Employees

III.7.1 Special Provisions
The employment and payment of contingent (formerly referred to as transient) employees is governed by PS-28. The authority of Louisiana State University for employment of persons in categories termed "contingent" is pursuant to Civil Service Rule 4.1(d)1, which includes various categories of seasonal, temporary, and intermittent employees for activities such as:
• University athletic events; theatricals, musicals, ice shows, lecturers and artists' productions; livestock and horse shows, rodeos, and other agricultural events; student registration; and other special events;
• Clerical assistance with educational workshops, conferences, and meetings;
• Assistance with research projects;
• Labor and trades work for construction, repair, renovation or painting of University buildings; and
• Agricultural work.

Contingent appointments may not be used for any full-time students (university or high school) or used in the place of regular part-time or job appointments. Contingent appointments may not be used for the purpose of circumventing rules for filling positions covered by Civil Service. For instance, a contingent appointment would be inappropriate for replacing employees on leave or for temporarily filling vacant positions.

Contingent appointees are not eligible for holiday pay, earning sick or annual leave, or fringe benefits, and shall only be paid for time actually in work status. No individual who is currently being paid by the University on a regular basis may be appointed as a contingent employee. Individuals receiving retirement stipends must have prior approval through the Office of the Chancellor before appointment as a contingent employee.

For information on contingent appointment procedures, contact the Office of Human Resource Management, Employment Section.

III.7.2 Background Check Requirement for Initiation of Work
In accordance with the Pre-Employment Background Check Policy established by the LSU Office of Human Resource Management, a criminal records search is required on all temporary positions, including contingent employees. A temporary employee may not begin work prior to the completion of the background check.

The hiring authority should have the proposed contingent employee sign the Authorization to Release Information/Request for Background Check form on the interview date and provide the applicant with the Fair Credit Reporting Act Disclosure Statement which accompanies the form. The hiring authority should forward the signed Authorization to Release Information/Request for Background Check form to the Dean’s Office of Sponsored Programs Accounting which will complete the bottom portion and forward it to the Office of Human Resource Management (faxed to 578-9499 or mailed to 110 Thomas Boyd Hall) to initiate the background check. The investigation takes three to four working days on average from
receipt of completed form. Therefore, it is critical that HRM receive the appropriate paperwork as soon as possible.

An offer of employment may be made contingent on a satisfactory background check, and this contingency should normally be included within the offer letter. However, the background check must be complete before the date of employment. Exceptions will be considered by HRM on a case-by-case basis. However, advance approval by HRM is required and employment is contingent upon a satisfactory report. Background checks revealing misrepresentations may be grounds for immediate rejection of the application.

For re-employment purposes, a background check will normally be conducted if it has been more than one year since the date of the last background check. If the date of a previous background check is unknown or if it has been close to one year since the previous background check, please contact HRM at 578-9238 for confirmation.

No individual who is currently being paid by the University on a regular basis may be appointed as a contingent employee. Individuals receiving retirement stipends must have prior approval through the Office of the Chancellor before appointment as a contingent employee.

III.7.3 Duration of Appointment
Contingent appointments may not be used for continuous appointments of more than 120 days unless approved by the Office of Human Resource Management on an exception basis.

III.7.4 Compensation/Time and Attendance Reporting
Rates of pay must comply with federal minimum wage and overtime requirements. The contingent employee must certify the actual hours of service rendered by signing a time record or a timesheet that includes the correct number of hours of attendance on duty. Timesheets must be certified by the contingent appointees' supervisor. These certifications of hours worked must be maintained in the employing unit for a period of three years.

III.8 Student Employees (Undergraduate/Non-Assistantship)

III.8.1 Job Description and Responsibilities
As stated in PS-33, job descriptions for each type of student job in each department must be on file in the Office of Student Aid and Scholarships. Additionally, job descriptions must be readily available for review within each department. Departments should list jobs for student workers under titles that seem most appropriate to the work being performed. Examples of typical job classifications for student employees are as follows.
• *Student Worker (Office)* – involves general office work such as typing, filing, answering the telephone, etc.
• *Student Worker (Library)* – involves shelving books and serials, reading stacks, sorting and alphabetizing catalog cards, assembling newspaper material and other library duties.
• *Student Worker (Lab/Research)* – involves assisting faculty members in laboratory activities and research projects.
• *Student Worker (Data Entry)* – involves entering data into the mainframe/computer system.
• *Student Worker (Computer Lab)* – involves monitoring a computer lab and assisting students who are using the lab.
• *Student Worker (Tutor)* – involves assisting and instructing students with their schoolwork.
• *Student Worker (Off Campus Employment)* – involves students working with organizations within the community.

### III.8.2 Percent of Effort Limits
In accordance with PS-33, students holding part-time campus jobs should not be allowed to work more than 20 hours a week during the fall and spring semesters. In the event that a department wishes to exceed this limit, an appeal must be submitted by the supervisor prior to the student working the hours. These appeals are considered by the Office of Student Aid and Scholarships on a case-by-case basis. No student will be allowed to work more than 25 hours per week. All students considered for this exception must be full-time students.

Student employees may be employed by more than one department with approval from the Office of Student Aid and Scholarships. Students holding employment positions with more than one department may not work in excess of 20 hours per week. Students holding part-time campus jobs are not allowed to work during their scheduled class time.

### III.8.3 Time and Attendance Reporting/Compensation
Time sheets are to be completed in ink and maintained by the supervisor at all times. Student employees must be paid for all hours worked. Minimum and maximum pay rates are established as necessary by the Office of Student Aid and Scholarships.

### III.8.4 Enrollment Status Requirement
Student employees are required to be in good academic standing in the University. No appeals are accepted regarding this requirement.

### III.8.5 Summer Employment
An undergraduate student can work during the summer if they are not enrolled in summer term provided s/he was enrolled full-time during the previous spring semester and pre-enrolled full-time for the upcoming fall
semester. Students enrolled full-time in summer school are eligible to work a maximum of 20 hours per week during summer term. Students not enrolled in summer courses, but who completed the prior spring semester as a full-time student and have full-time hours for the upcoming fall are eligible to work up to 40 hours per week during summer term. The first date students are eligible to being working 40 hours per week during the summer term is the Monday after the week of spring semester finals. Students are eligible to work up to 20 hours during the week of finals for any semester.

III.9 International Employees and Visitors (Gratis)

The LSU System Policy on International Employees and Visitors is outlined in PM-26. In accordance with PM-26, to ensure compliance with applicable immigration laws, all matters and documentation pertaining to international employees and visitors being hired by the LSU-BR campus must be routed through and approved by the Director of the International Services Office. All forms required for employment can be found on the ISO Website.
SECTION IV: GRANTS ADMINISTRATION

IV.1 Pre-Proposal Preparation (e.g., available resources, training)

Faculty and staff interested in preparing proposals for external funding are encouraged to consult with the College of Human Sciences and Education Office of Finance and Research Administration. OFRA maintains a resource center that can provide support in finding potential sponsor organizations, proposal writing, budget preparation, etc. In addition, the staff of Finance and Research Administration can assist faculty and staff with identifying potential sponsors specific to their research/service interests, developing timelines for proposal development and submission, and creating collaborations to enhance potential projects. OFRA will also provide professional development by conducting meetings and workshops to inform faculty and staff of successful methods for researching funding possibilities and securing external support.

IV.2 Proposal Preparation

Faculty and staff who intend to submit proposals for external funding are encouraged to work with the staff of Finance and Research Administration during proposal preparation. The staff can advise Principal Investigators (PIs) on regulations and requirements for various sponsor organizations and provide templates and/or examples to facilitate proposal preparation to those organizations. In addition, the staff can contact potential funding agencies for guidance as needed. The staff will also provide guidance and assistance to PIs as they navigate through LSU regulations regarding indirect costs, fringe benefits, and other budget elements; and review budget documents for accuracy and compliance with LSU and sponsor procedures and requirements.

IV.3 IRB (need for review & post-award monitoring)

The Institutional Review Board (IRB) is responsible for ensuring compliance with the federal requirements that govern all research involving human subjects, unless they meet specific criteria for exemption. All proposals involving human subjects must be submitted to the IRB Office in 130 David Boyd Hall for exemption or approval, using standard forms and guidelines available at the IRB Web site. If funded, no sponsored program may begin until it has a written exemption or approval from IRB. Projects must be re-reviewed by IRB no more than 365 days after the most recent approval. The staff of Finance and Research Administration will provide guidance to PIs regarding IRB exemption and approval processes, including filling out the required forms and routing proposals through the IRB office.
Proposed projects may be exempted from IRB oversight if they meet certain criteria. Any member of an intercollegiate screening committee can recommend a project for exemption. The College of Human Sciences and Education has traditionally been represented on a screening committee, and the CHSE Office of Finance and Research Administration will assist PIs with any required forms and in locating screening committee members for exemption.

IV.4 Proposal Routing

Effective September 1, 2006, all proposals routed through the LSU Office of Sponsored Programs must be submitted electronically via the Sponsored Programs System (SPS), operated through myLSU. The staff of Finance and Research Administration will route proposals for all University approvals and signatures, and serve as liaison between PIs and the LSU Office of Sponsored Programs during the campus review and approval processes. Once proposals receive University approval, the OFRA staff will deliver, ship, or submit electronically the final proposals/agreements to sponsors, when submission by the LSU Office of Sponsored Programs is not required.

IV.5 Award Negotiation

The CHSE Office of Finance and Research Administration shall review all incoming awards, and work closely with PIs and administrators on the negotiation of terms and conditions for acceptance. Upon receipt of a new award, an OSP-1 form must be filled out and signed by the PI and OFRA staff to be routed. The Director of Finance and Research Administration can interpret contracts and note special provisions for PIs, and serve as liaison between PIs, LSU Office of Sponsored Programs, and the authorized sponsor representatives.

Once final awards are accepted, the OSP will coordinate an initial meeting between OSP staff, PIs and Co-PIs, essential project staff, and College administrators. The purpose of this meeting is to review the proposal and award documents to ensure compliance, create a timeline for expenditures, and notify all parties of special circumstances that may result from the sponsored programs.

IV.6 Post-Award Administration

The CHSE Office of Finance and Research Administration can facilitate many of the managerial components of the post-awards process including

- Account Management
- Cost-Sharing
- Subcontracts
- Travel
- Purchasing
- Appointing Employees
IV.6.1 Subcontracts

When external organizations wish to initiate a subcontract with faculty or staff of the College of Human Sciences and Education, those subcontracts must be routed through the LSU Office of Sponsored Programs, the same as full proposals. The staff of Finance and Research Administration can assist faculty or staff in developing subcontracts, and serve as liaison between PIs and the sub contracting organization. OFRA staff will route the proposed subcontract using SPS, and work with the LSU Office of Sponsored Programs and PIs to get necessary approvals and signatures.

If a PI who has been awarded a grant or contract and wishes to initiate a subcontract with an external organization, OFRA will assist the PI with preparing a Request to Draft Subaward Form (OSP-3), to be submitted to the LSU Office of Sponsored Programs. The LSU Office of Sponsored Programs will draft the subcontract and send to the staff of Finance and Research Administration and the PI for review. After reviewing the subaward for accuracy, the OFRA staff will prepare a Purchase Requisition, attach the subcontract and forward to the Procurement Services. Procurement Services will obtain necessary signatures (subcontractor, LSU, Louisiana Office of Contractual Review). Upon receipt of the subcontract executed by the person authorized to sign for the subcontractor, the Office of Finance and Research Administration will obtain the signature of the Vice Chancellor for Finance and Administrative Services to execute the subcontract on behalf of LSU. A fully executed copy will be sent to the subcontractor with a notice to begin the work. The subcontract will be filed in the CHSE Office of Finance and Research Administration. If a subaward needs to be modified, an OSP-4 form needs to be filled out and routed by OFRA staff.

If possible, subcontracts should be planned for in the proposal preparation process. When the proposed subcontractee is known, a letter of support from that organization should accompany the routing proposal, and the proposal budget should include the subcontract amount. The letter of support from the organization must contain the period for which services will be provided, the amount of compensation requested, and a statement that the services will be provided in support of the specific project proposed.

IV.6.2 Reporting

The CHSE Office of Finance and Research Administration will assist faculty with the following reports:

a. Agency
b. University
c. College
d. School

**IV.6.3 Award Modifications (e.g. extensions, re-budgeting, etc.)**

Modifications to existing awards, such as no-cost extensions or re-budgets, should be developed in collaboration with the CHSE OFRA. All modifications must be submitted to the staff of Finance and Research Administration to ensure compliance with LSU and sponsor regulations. OFRA staff will serve as liaison between PIs, the LSU Office of Sponsored Programs, Sponsored Program Accounting, and the funding organization. If deemed necessary, award modifications will be routed through the LSU Office of Sponsored Programs and, once approved, sent to the sponsor for final approval.

An OSP-2 must accompany all requested modifications when submitted to the LSU Office of Sponsored Programs. The staff of Finance and Research Administration will prepare the OSP forms for College of Human Sciences and Education programs, and route for necessary signatures and approvals.

**IV.6.4 Close-Out**

The College of Human Sciences and Education Office of Finance and Research Administration will facilitate faculty with closing out grants and sponsored projects. Faculty will be notified of deadlines pertaining to final expenditures and reports. Office of Finance and Research Administration staff will facilitate the submission of final reports and/or extension requests.

**IV.7 Faculty Incentives for Conducting Sponsored Research**

Refer to Section III.2.16

**IV.7.1 Policy on Research Release Unexpended Salary Recovery**

Refer to Section III.2.16.1

**IV.7.2 Policy on Indirect Cost (F&A) Recovery**

Refer to Section III.2.16.2

**IV.8 Administrators of Sponsored Programs (ASP)**

The LSU Administrators of Sponsored Programs (ASP) assist its members in the performance of their duties and professional development by providing information resources and facilitating exchange of knowledge. The purpose of ASP is as follows.
• To disseminate information regarding administrative policies and regulations that govern sponsored agreements in an academic setting.
• To advance individual standards of performance and professionalism in administration of sponsored programs at all levels of the University.
• To strengthen working relationships between and among administrative staff personnel at all levels of the University.
• To cooperatively identify and seek implementation of uniform systems for fiscal control and accountability.
• To provide an informal forum for discussion, clarification and exchange of viewpoints concerning the meaning and intent of federal, state and university administrative policies and their implementation by the University.

Membership in ASP is open to any individual employed by LSU whose job related duties require knowledge of policies and regulations governing administration of grants, contracts and other sponsored agreements. An individual may become a member simply by attending a meeting and asking the secretary/treasurer to be placed on the membership mailing list.

IV.9 Office of Sponsored Programs/Sponsored Program Accounting

The LSU Office of Sponsored Programs is under the auspices of the Vice Chancellor for Research and Economic Development and has the mission of providing advice and support to the University community in the acquisition and administration of externally funded projects in furtherance of the instruction, research, and public service mission of the University. OSP is charged with the responsibility of handling all proposal and award activity for the University. The Director of OSP oversees the University's administrative and support systems for faculty in the conduct of sponsored program activities. OSP strives to enhance the competitiveness of our researchers by providing customer service oriented assistance, keeping abreast of sponsor requirements and state and federal regulations, and utilizing current, state of the art technology. The OSP office is dedicated to providing current information, advice, and assistance to faculty and staff. OSP continually seeks ways to improve the processes and services it provides to the University. The OSP team, in collaboration with other central administrative offices, works together with University faculty and staff toward the advancement of research for LSU.

Sponsored Program Accounting (SPA) is under the auspices of the Associate Vice Chancellor for Accounting and Financial Services and the Vice President for Finance and Administrative Services and is responsible for the post-award administration of sponsored programs (federal, state, local and private grants, contracts, and cooperative agreements). SPA establishes and maintains sponsored program accounts on the Chart of Accounts (COA), budgets funds upon receipt of sponsored agreements, prepares billings and requests for reimbursement, receives
and records payments, monitors collection of payments from sponsors, prepares financial, property and patent reports, and processes sponsored program budget adjustments and expenditure transfers.

SPA also administers Personnel Activity Reports (PARs) for the documentation of effort and salary cost sharing on sponsored projects.

**IV.10 Conference and Workshop Planning**

The Manager of Professional Education in the Dean’s Office of Finance and Research Administration can assist with all areas of conference and workshop planning. This includes room rentals, meal planning, hotel accommodations and registration of participants. Because each conference has a unique purpose, please contact the OFRA representative well in advance in order to ensure smooth planning and execution of your event.
SECTION V: FINANCIAL POLICIES

It is the responsibility of the Dean to ensure the College remains fiscally viable. The Dean will finalize all College budgets. The Directors are responsible for ensuring Schools operate within their budget allocations. Budget projections and updates throughout the fiscal year are expected of the Directors. Budget staff will keep all School and College budget records up-to-date.

V.1 Budget Development

The University budget process operates primarily within an incremental-based budgeting model. As such, there is typically little change from one year to the next in terms of total operating budget allocation for the College as a whole. The Dean determines the distribution of operating budget appropriations among the academic Schools and administrative support units of the College. The Assistant Dean for Finance and Administration coordinates the planning and preparation of the annual operating budget for the College, which after approval by the Dean, is submitted to the LSU Office of Budget and Planning for approval by Academic Affairs.

V.2 Budget Administration

The Dean has the responsibility for the administration of budgeted resources allocated by the University to the College. The Assistant Dean for Finance and Administration provides fiscal management and accountability for the budgetary and financial activities which support the academic enterprise of the College. The Directors are responsible for budgeted resources allocated to the academic Schools, and department staff are expected to keep accurate and up-to-date records, including keeping all accounts up-to-date and reconciled. Under the oversight of the Assistant Dean for Finance and Administration, the Manager for Accounting & Human Resources in the Dean’s Office of Finance and Research Administration provide support to the department staff in the management of budgeted resources allocated to the Schools, and as such, close collaboration is encouraged and expected.

V.3 Unexpended Salary Funds

Within the College’s operating budget appropriation, funds from vacant positions, leave without pay and sabbaticals, research release salaries, and other sources accrue to the College in the form of unexpended salary funds. These funds are the primary source of additional resources for temporary personnel and support for the annual operating needs of the College and its academic Schools and administrative support units. Funds are provided to the College by the University through the College’s Unexpended Salary funds module and are managed by the Assistant Dean for Finance and Administration at the discretion of the Dean.
Schools will be asked to provide requests for temporary personnel and support needs for the upcoming fiscal year in May or as requested by the Assistant Dean for Finance and Administration based on the University’s budget preparation timeline. Based on the overall need of the College, these School requests will be factored into the College’s request for the proposed use of college-wide unexpended salary funds which is submitted each year to the Office of Budget and Planning for approval by Academic Affairs.

V.4 Account Deficits

Proper financial planning and fiscal management should be practiced so as to avoid account deficits. Departmental accounting staff are expected to maintain up-to-date records of expenditures and reconcile accounts to the monthly University ledgers. In addition, staff should compile regular school-level financial reports which include projected expenditures based on anticipated spending and historical spending patterns to determine operating budget support fund balances. These reports will guide and assist the Directors in making resource allocation decision over the course of the fiscal year. Schools are to alert the Assistant Dean for Finance and Administration should financial projections reveal an anticipated account deficit so that corrective action can be taken as soon as possible.

Under the oversight of the Assistant Dean for Finance and Administration, the Manager for Accounting & Human Resources in the Dean’s Office of Finance and Research Administration compiles regular college-wide financial reports on the operating budget support fund balances for the College for review by the Dean. The School’s data are to be submitted by the departmental accounting staff to the Manager for Accounting & Human Resources for inclusion in college-wide financial reports.

V.5 Personnel Budget & Position Vacancies

The budget refers to the portion of the budget that includes the non-student personnel categories which must be administered through the University’s Unexpended Salary module. This would include all temporary teaching and non-teaching appointments, additional compensation and temporary supplements, and State-funded summer research salary. Funds from position vacancies also accrue to the College’s Unexpended Salary module on a temporary basis each fiscal year that the position remains vacant. Vacant positions revert to the College until such time as the position is re-allocated to an academic unit by the Dean based on determined need.
V.6 Support Budget

The support budget refers to all student (graduate assistant and student employees) and non-personnel budget categories such as travel, operating services, telecommunications, materials and supplies, professional services, equipment, and other charges.

V.7 Development

LSU acknowledges the importance of raising private funds. These funds play a critical role in LSU’s ability to provide student and faculty support, support for capital projects and university enhancements. Refer to PS 1:5.01 for additional information.
SECTION VI: ACCOUNTING SERVICES

VI.1  Procurement Services

VI.1.1  ABC's of Purchasing

1.  Must goods or services be bid if a budget unit, faculty or staff member receives funding through an operating, revenue, restricted, or plant account?

- Yes, in most instances when the aggregate cost of all items to be purchased exceeds $5,000. Purchases may not be artificially divided to avoid or lessen bid requirements.

- If ordering from a Louisiana State Contract no competitive pricing is required, but a requisition must be processed through Purchasing for encumbering funds, verification of state contract information, and issuance of a purchase order.

2.  Do I have the authority to make a purchase?

- Conditional authorization to purchase goods and services in the amount of $5,000 or less has been delegated by the Director of Purchasing to Deans, Directors, and Schools. However, purchasing policy must be complied with or this authority may be revoked. In general, a completed PRO requisition is required and must be submitted to the Purchasing Office for all supplies, materials, equipment, and services purchased from off-campus vendors when the total cost exceeds $5,000. Some purchases, such as equipment, regardless of dollar amount, have other special requirements to ensure compliance with applicable purchasing law, policy or procedures.

- This does not apply to Professional, Personal, and Consulting Services. Visit the Procurement Services website for guidelines for processing and submitting requisitions for Personal, Professional, and Consulting Services (PPCS).

- If you are not an authorized budget unit head, then you should consult with your department head before making any purchase without authority.
3. Is competitive pricing required for purchases made by the University?

- If ordering from a state contract no competitive pricing is required, but a requisition must be processed through the Purchasing Office for encumbering funds, verification of state contract information, and issuance of a Purchase Order.

If ordering from a non-state contract supplier:
- For orders up to $5,000 - no bids are required unless the purchase would be considered to artificially divide the purchase to circumvent a bid requirement.
- For orders over $5,000 up to $15,000 - fax quotes from at least (3) sources may be solicited by the requisitioner using the two-part University Standard RFQ form and submitted with PRO requisition to the Purchasing Office in advance of the purchase.
- For orders over $15,000 up to $25,000 - fax quotes are solicited by the Purchasing Office in accordance with the Executive Order, Small Purchase Procedures.
- For orders over $25,000 - sealed written bids are solicited by the Purchasing Office and public notice is faxed to newspapers in accordance with State Rules & Regulations and posted to the State Purchasing LaPAC website. Please note, it can take up to six weeks for OCR approval.

- Some purchases, regardless of dollar amount, have other special requirements to ensure compliance with applicable purchasing law, policy or procedures.

4. Will the justification from a previous sole source purchase suffice for the next request/order?

- No. A new sole source justification form and current letter from the vendor along with current price quote must be submitted. Reason is to have the vendor certify each time that sole source conditions still exist, and that no other competitor has entered the marketplace or they have not established a distributor network.

VI.1.2 Procurement (Requisitions & Purchase Orders) Using PRO System
(excerpted from Purchasing Policies and Procedures A-Z Index located on the Procurement Services Website)
All purchases are to be made in accordance with procedures established pursuant to Louisiana R.S. 39. Small purchases (any procurement not exceeding $25,000) may be made in accordance with procedures prescribed by Small Purchase Procedures Executive Order (reference Louisiana R.S. 39:1596) which may be viewed at the following address: http://www.state.la.us/osp/LegalInfo/docs/30SmallPurchaseOrder.pdf.

Requisitions and Specifications:
In general, a PRO on-line requisition is required for all purchases of supplies, materials, equipment, and services purchased from off-campus vendors when the total cost exceeds $5,000. See your designated area procurement officer for assistance.

VI.1.3 Professional, Personal, and Consulting Services Contracts (excerpted with emphasis provided in Purchasing Policies and Procedures A-Z Index located on the Purchasing Website)

Professional Services:
A profession is a vocation founded upon prolonged and specialized intellectual training that enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge, as distinguished from mere skill. External contracts for professional services may be negotiated by the end user with a responsible contractor without competitive bidding. For contracts with a total amount of compensation of $50,000 or more, the definition of professional service shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the Office of Contractual Review of the Division of Administration.

Personal Services:
Personal services include work rendered by individuals that requires use of creative or artistic skills, such as, but not limited to, graphic artists, sculptors, musicians, photographers, and writers, or that requires use of highly technical or unique individual skills or talents, such as, but not limited to, paramedics, therapists, handwriting analysts, foreign representatives, and expert witnesses for adjudications or other court proceedings. External contracts for personal services may, regardless of the amount of compensation, be negotiated by the end user with a responsible contractor without competitive bidding.

Consulting Services:
Consulting services include work, other than professional or personal services, rendered by either individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or
projects and to provide counsel, review, design, development, analysis, or advise in formulating or implementing programs or services, or improvements in programs and services, including but not limited to such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts. External contracts for consulting services where the total amount of compensation is less than $50,000 may be negotiated by the end user with a responsible contractor without competitive bidding. Contracts for $50,000 or more must be awarded by Request for Proposals (RFP) pursuant to the requirements of Louisiana R.S.39:1503. Failure to comply shall result in having to re-do the entire process.

Under no circumstances should an individual sign an agreement with any proposed contractor.

VI.1.4. La Carte Procurement Card (FASOP: AS-20)
The LaCarte procurement card is a credit card issued to authorized employees for the purpose of making low dollar purchases. The purpose of LaCarte is to simplify the buying process and improve the cycle time from ordering to payment. Typical examples of items that may qualify for this program include books, subscriptions, computer accessories, materials, and supplies.

- Small Dollar Purchase Procedures
  - The Governor’s Small Purchase Executive Order BJ-08-67, Section 6, reads: “In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.” Also, purchases should never be artificially divided to circumvent the LaCarte policy limits. Splitting invoices to stay under the cardholder’s single purchase limit ($1,000 or $5,000) violates this Executive Order and will require reimbursement from private funds if deemed a split purchase.

- University Business Travel Expenses
  - The LaCarte Card Program allows for the payment of business travel expenses. FASOP: AS-02 “University Travel Regulations” must be followed when using LaCarte for payment of business travel expenses.
  - Allowable Travel Expenses (no: all inclusive):
    - Airfare
    - Rental Car (Enterprise must be used for in-state)
    - Hotel
    - Conference registration fees
    - Gasoline (only for rental cars)
Parking

- Meals and personal incidental expenses are NOT allowed on LaCarte. Travelers are encouraged to provide a personal credit card upon hotel check in for personal incidental expenses. Meals should be paid with personal funds and a *Travel Expense Reimbursement Request (AS300)* should be submitted for reimbursement following the completion of travel.

**VI.1.5 Promotional Items and Items Requiring Use of the LSU Logo**
(excerpted with emphasis provided in *Purchasing Policies and Procedures A-Z Index* located on the Procurement Services website)

Under specified conditions, University departments may purchase promotional items of no intrinsic value to be distributed without charge in anticipation of generating additional revenues. The following procedures are required.

- All purchasing rules and regulations must be followed.
- *Form PUR522: Procurement of Promotional items and items requiring use of the LSU logo* regardless of the total cost needs to be submitted to the Purchasing Office prior to any commitment of funds.
- All items bearing or containing the University name or other indicia are subject to provisions of PS-93 titled "Use of University Name and Indicia"
- Purchases less than $5000 may be paid using the La Carte Card provided that the Form: PUR522 is submitted and approved before any purchase is made.
- Additional Documentation requirements may include: a copy of department’s Uniform policy, clarification/documentation that the purchase is allowed by grant, mission to promote the College/University etc.

**VI.1.6 Travel**

All University travel is based on Permanent Memorandum, PM-13 and FASOP: AS-02, University Travel Regulations, issued by the LSU System, which is reviewed at the start of each fiscal year for changes/updates. The purpose is to establish a procedure to assist travelers in making travel arrangements and in the reimbursement of travel expenses. Prior authorization is required in advance of initiating travel arrangements and can be obtained through the use of the Request for Authorization to Travel (AS 292) form. In additional to School and College approvals, AS 292 requests for international travel must also be approved in advance by the Office of Academic Affairs. Communicate with the designated travel contact in your School for the required forms and procedures. If travel will be charged to a sponsored
VI.1.7 Participant Stipends
Incentive payment for participants in sponsored projects. Please contact the Dean’s Office of Finance and Research Administration for assistance in processing all participant stipends. Please note all participants must complete a W-9 in order to receive stipend payments.

VI.1.8 Equipment (excerpted with emphasis provided in Purchasing Policies and Procedures A-Z Index located on the Purchasing Website)

Computer Hardware & Hardware Related Purchases:
For data processing hardware purchases >$1,000, the requisition must be forwarded to the Office of Purchasing for review and processing. The requisition should contain the same information as required for competitive bid purposes unless it is for the purchase of State Contract items. The Purchasing Department upon receiving the requisition will process the requisition in accordance with state data processing guidelines.

Laptops:
LSU ITS offers a laptop locator tool, which once installed on a computing device, may be used to track it down should it be lost or stolen. LSU faculty and staff may download this resource free of charge through TigerWare.

Note: All computer specifications must be approved by the College of Human Sciences and Education’s Office of Technology Services prior to purchase.

Hardware Maintenance and Support Services:
Purchases of data processing hardware maintenance and support services with a value greater $1,000 but less than $50,000 may be purchased non-competitively provided price documentation supporting the purchase price is attached to the requisition. For purchases greater than $50,000, the following procedures will apply:

Purchases of data processing hardware maintenance for mission critical equipment (such as mainframes, mainframe peripherals, enterprise servers, or network backbone components) obtained from the OEM can be non-competitively purchased provided price documentation supporting the purchase price is attached to the requisition. Hardware maintenance not acquired through the OEM must be competitively purchased through either the Invitation to Bid (ITB) or Request for Proposal (RFP) process. The successful vendor must be authorized by OEM to perform warranty service on
the specific devices. (Documentation of this authorization is required for our files.)

NOTE: Data processing hardware and associated software, hardware maintenance and support service purchases in excess of $100,000, require processing through the State Central Purchasing Agency Procurement Support Team and review by the Office of Information Technology (OIT). Contact the Purchasing Office for additional information. For software purchases see Computer Software & Software Related Purchases.

Purchasing Procedure for Research Scientific and Laboratory Supplies and Equipment:
Small Purchase Procedures Executive Order, Section 5.A.(26), allows for a non-competitive process for the procurement of "scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars ($25,000) per transaction." To qualify, purchases are to be from scientific or laboratory supply vendors. Please contact the Office of Purchasing if you are uncertain if a purchase qualifies under this exemption.

LSU Purchasing Memorandum PUR07-05 adopted this Executive Order provision as policy effective April 26, 2007. This means qualifying research supplies and equipment may be requisitioned and purchased based on the receipt of one (1) acceptable Vendor quotation. The procedure, paperwork requirements and process flow for such research purchases up to $25,000 are discussed below. Purchases exceeding $25,000 must be requisitioned by the Department and competitively bid by the Purchasing Office.

Definition of 'Research-Related:
The University will use our existing cost accounting structure to define qualifying research supplies and equipment under this Executive Order provision. To qualify for the non-competitive status, the 7th and 8th digit of your LSU account number (which identifies function) must be in the range from 10-19 as listed in the LSU Accounting Code Structure. Research services do not qualify and remain subject to State and University competitive bid requirements.

Paperwork Requirements and Process Flow:
The required documents and process flow for research-related purchases greater than $1000 are stated below.
- Department identifies a qualifying need, prepares an on-line requisition and electronically submits to the Office of Purchasing to secure a quote from the department's designated Vendor.
The Office of Purchasing secures a written fax quotation from the Vendor and issues the Purchase Order. Departments may choose to secure the quote from the Vendor using the PRO procurement system. Vendor quotation forms often include provisions contrary to state procurement laws, rules and regulations; requiring Purchasing to negotiate acceptable terms and conditions prior to an award. Use of the LSU RFQ form helps to eliminate flaws commonly associated with Vendor quotation forms.

Valid and Acceptable Vendor Quotations:
To avoid procurement delays, Departments should advise Vendors of the following minimal requirements for a valid and acceptable quotation:

- Quotations must be signed.
- Prices must be quoted F.O.B. LSU/Destination; i.e. title does not pass to LSU until receipt and unit prices quoted inclusive of freight. Quotes stating F.O.B. Origin/Shipping Point and/or Freight Collect are not acceptable. If freight is quoted separately and not included in the unit prices, it must be quoted as a definitive or ‘not to exceed’ amount – estimated freight charges to be prepaid and added to the invoice are not acceptable.
- Payment terms must be at least Net 30 days from date of invoice, or from LSU receipt and acceptance, whichever is later. Vendor payment terms requiring advance payments (partial or full), C.O.D., or less than 30 days are not acceptable. Prompt payment discount terms (e.g. 2%/10 Days/Net 30) are acceptable.
- The LSU purchase must be governed by and construed in accordance with the laws of the State of Louisiana. Governing laws of another state are not acceptable.

VI.2 Property Management (excerpted from Purchasing Policies and Procedures A-Z Index located on the Purchasing Website)

Moveable property is defined as items of a nonexpendable nature costing or being valued at $1,000 or more with a life expectancy of one year or greater. Items meeting the $1,000 original acquisition cost/value threshold shall be tagged with an LSU inventory number and carried on the University’s inventory records. Software is not considered moveable property. However, departments should take steps to establish a record keeping system to track software acquisition in order to prevent abuse and ensure applicable programs are purchased. Each department is responsible for maintaining adequate internal records for property/equipment valued under $1,000 in the event a claim for loss under Risk Management guidelines is required for these items. Copies of appropriate purchase orders and/or direct charge invoices are recommended. Departments are advised to familiarize themselves with requirements of the University’s Office of Risk Management.
Property Custodians:
Each department must designate a suitably knowledgeable employee as Property Custodian. The individual’s name, office, and telephone number is to be forwarded to the Assistant Dean for Finance and Administration. For the College of Human Sciences and Education, the Assistant Dean for Finance and Administration serves as the Property Custodian with technical support provided by the Office of Technology Services. Generally, the departmental Property Custodians are responsible for coordinating the annual inventory, updating current inventory information (such as room location changes) to the Equipment Records Inventory System, and acting as the administrative liaison with the College and ETS in completing the College’s and inventory for submission to Property Management. In addition, Property Custodians assist Property Management staff in the identification and tagging of equipment.

Use of University Property/Equipment:
University property/equipment is to be used only in performances of University duties. It is contrary to University policy to lend University property (Ref. Article 7, Section 14 of Constitution) to individuals or organizations for their personal use. With respect to this policy, particular care is to be exercised regarding use of fleet vehicles. It is contrary to University policy for anyone to remove University property/equipment from the University premises for purposes other than University business. Request to remove equipment from University premises must be approved by the Property Manager is writing (Remote Location/Home Storage Request should be utilized) prior to removal. However, where circumstances justifies, blanket approval may be granted upon written request.

Identification, Marking, and Tagging:
In general, Office of Property Management staff will be responsible for affixing an LSU property tag on equipment after items are delivered to a final location. Departments are required to assist Property Management staff by providing access to equipment and helping with technical identification. A tag will be placed on the front of the equipment near the manufacture’s nameplate or logo or somewhere near the front in a position for easy scanning or sighting. Additional identifying information such as serial or model numbers will be recorded or verified at this time. Because of surface or material conditions, certain equipment may require tag numbers to be attached or written with a permanent marker. If Property Management is unable to obtain access to department equipment, tags will be assigned to the equipment and issued to the Department Heard or Property Custodian along with a copy of the respective purchase order marked to identify and match tag numbers with purchase order item numbers. A Property Management file copy of the purchase order with a list of the LSU tag numbers assigned must be signed for at the time of issue by a department representative. This file copy will be retained as a record for audit purposes. The equipment item and assigned inventory numbers will be added to the department’s inventory records. It shall be the responsibility of the department to affix tags which are assigned in the manner cited above to the proper equipment. After tagging, any
additional tagging information, such as serial or model numbers, building, and room location, should be forwarded to the Office of Property Management. Departments are responsible for notifying Property Management of any equipment under their control that does not have an LSU inventory tag if equipment is valued at $1,000 or more.

Utilization of Equipment:
It is the responsibility of each department to provide proper and adequate care, maintenance and security for all equipment under its control in order to maximize useful lifespan and minimize loss from acts of theft. If repairs to property or equipment are required, they should be completed expeditiously in order to maintain the property in good working condition. Every effort should be made to properly utilize equipment. If equipment is no longer of use to a department, it must be transferred in accordance with this policy. If equipment becomes obsolete, it must be disposed of or dismantled for parts as provided in this policy.

Disposition of Equipment:
Property items/equipment, tagged or untagged, may be disposed of, transferred, scrapped, or dismantled for parts only after prior approval has been attained from the State Division of Administration/Louisiana Property Assistance Agency (LPAA) through the University’s Office of Property Management.

Transfer to other University Departments:
The Office of Property Management must be notified in writing of equipment transfers between University departments. It is the responsibility of the department transferring the equipment to obtain a signed receipt from the receiving department using the Equipment Inventory Action Request Form. The new account number and location must be indicated. After completion, the original for must be sent to the Office of Property Management in order for inventory record adjustments to be executed. Copies should be retained by each department. The receiving department is responsible for updating Equipment Record Inventory (ERI) information for equipment transferred to a different building or room.

Transfer to University Surplus Warehouse:
Departments are responsible for obtaining a signed receipt for their records when releasing equipment to the Surplus Property division of the Office of Property Management. A memo listing the equipment or the Equipment Inventory Action Request form may be used for this purpose. Missing/Unaccounted for items will not be credited as surplused without receipt documentation.

Transfer to State Surplus Property Agency:
When departments are willing to transfer their surplus inventory delivery to the Louisiana Property Assistance Agency (LPAA), prior approval must be given through LPAA. An active request must be forwarded to Property Management for prior approval from LPAA. Once approval is given by LPAA, Property
Management will inform departments to transfer equipment directly to LPAA Surplus Warehouse. Departments are responsible for obtaining a signed receipt, even if items are delivered by Facility Services, from LPAA Surplus Warehouse. Signed receipts are to be returned to Property Management to have items removed from the ERI records. Failure to provide signed receipt could result in items listed on the suspense category.

Transfer to Other State Agencies:
Prior approval must be given by LPAA to transfer items to other State Agencies. An Action Request must be forwarded to Property Management for prior approval from LPAA. The State Agency, contact person, and telephone number are required on the Action Request. For grant/contract items, approval must be acquired from the Sponsored Program Accounting Office.

Transfer to Non-Louisiana State Institution:
The LSU Property Management Office must be notified in writing if equipment is to be transferred to non-Louisiana State institutions/agencies. It is the responsibility of the department to provide property Management information on the items requested to be transferred. An Equipment Inventory Action Request Form is to be submitted with complete itemized list of all equipment proposed for transfer. It should be noted that the time required processing forms and other necessary paperwork and to obtain approval from all parties concerned can be lengthy. Therefore, plans should be made accordingly and allow for sufficient lead time. Additional information can be found in BOP 4-2 and 4-5.

- For items purchased with State funds, equipment should remain with the department. If the department has no need for the equipment, department head is to contact various disciplines within the University to see if the equipment could be of further use. If there is no need for the equipment within the University community, Property Management will process the necessary form to state LPAA requesting a transfer. The receiving institution is to submit a written request indicating items to be transferred and the dollar amount the institution is willing to pay. Of course, the final decision will be made by State LPAA. Whatever dollar amount is agreed by the receiving institution, the University, and State LPAA, the check will be made to State of Louisiana-Division of Administration. No funds will be received for the rendering department unless a special request is made to use such funds to purchase like items. The request is to be made in advance with appropriate signatures provided by the department head, dean or director, and appropriate Vice Chancellor. The request is to be forwarded to the Office of the Vice Chancellor for Finance and Administrative Services.

- For items purchased with Sponsored Projects funds that have expired, in most cases the equipment ownership is transferred to the University. Therefore, the above scenario is the same when a request is made to transfer equipment to another institution. However, depending on the grant
type, 80% of the funds generated will be kept by the University department relinquishing the equipment.

- For items purchased with Sponsored Projects funds whereby the grant is still active, the Granting Agency must provide a written statement to the University indicating their approval to transfer equipment to another institution.

Dismantle for Parts:
An action request for permission to dismantle for parts must be sent to Property Management prior to any action being taken. Property Management will forward request to LPAA for approval. If approved, Property Management will submit to department document indicating approval. Dismantling equipment prior to approval will place equipment on suspend.

Scrap:
An action request for scrap approval must be sent to Property Management prior to any action being taken. Property management will forward request to LPAA for approval. If approved, Property Management will submit to the department documentation indicating approval with recommendation to scrap item(s). Departments are responsible for actual scrapping of approved item(s). Scrapping equipment prior to approval will place equipment on suspend.

Stolen/Missing Inventory Property:
If a department determines that an item on their inventory has been stolen from campus, it must be reported to the LSU Police immediately. LSU Police will provide a copy of the Incident Report form to Property Management and the District Attorney’s Office. The department must submit an Equipment Inventory Action Request Form to Property Management at this time. For items stolen from an offsite location, the local law enforcement in that area is to be contacted immediately and a police report obtained. The department must promptly notify Property Management and provide a copy of the police report along with an Equipment Inventory Action Request Form. Property Management will submit this report to LSU Police who will provide a copy to the District Attorney’s Office. In either instance, once Property Management received written notification, copies will be forwarded to the Legislative Auditors.
Theft/loss “…involving computing resources either attached to a LSU operated network or in a functional unit shall be reported immediately to the Network Operation Center (NOC).” Please refer to PS-114 (Security of Computing Resources) for further information. It should be noted equipment suspected of being stolen cannot be routinely removed from departmental inventories and must be placed on a department’s inventory discrepancy list if proper reporting procedures are not followed or if evidence of some forced entry is not documented in the police report.
Trade-In or Sale of Equipment for Credit:
Trade in (for credit) or sale of used or obsolete equipment when purchasing similar replacement items is permitted only under certain circumstances and must be coordinated through the Office of the Director of Purchasing and the Office of Property Management. Prior approval is required from the State Division of Administration/Louisiana Property Assistance Agency before a trade-in or sale can be authorized. A department’s intention to pursue a trade-in sale under this provision must be made known to the Purchasing Office at the time the original requisition is submitted.

Gifts/Donations:
In accordance with State Property Control Regulations, all items of moveable equipment acquired by the University through acts of donation or as gifts become the property of the University, except for items donated specifically to the LSU Foundation, which will remain the property of the Foundation. Gifts and donations must be accompanied by documentation provided by the donor indication fair market value. However, in certain cases further evaluation of a donated item after receipt may cause for the receiving department and/or Office of Property Management to determine a revised value for inventory control purposes. Donated items will be tagged and recorded in the inventory if value is established at $1,000 or more. Departments receiving gifts or donations of moveable equipment that meet inventory requirements must directly notify the Office of Property Management in writing within ten (10) days, and provide the following information using form A5522 (http://www.fas.lsu.edu/spa/forms/as522.pdf): (a) name of donor; (b) item description; (c) model and serial number (if applicable); (d) value; (e) location; and (f) date received.

Department must take all necessary steps to ensure that items of equipment accepted as gifts or donations have some value and will be of use to the University. Furthermore, particular care should be taken to ensure that new and/or unexpected additional costs will not be incurred by the University after receipt of an item to make it operational. This would include costs for repairs or accessories, renovations required for laboratories or buildings in order to properly house the item, and similar expenses. Equipment with no value or potential for use becomes a burden to the University. Because of State mandated procedures and labor costs, acceptance of junk items results in a needless expense to the University.

Annual Physical Inventory of Equipment:
State statutes require an annual inventory of moveable property and/or equipment be taken by each department. The University’s inventory is generally conducted between the months of February and May, inclusive equipment acquired through December 31 of the previous year. The Office of Property Management will notify each department by letter and furnish necessary equipment lists and procedure guidelines for departmental use. Each department is responsible for conducting its own inventory and must be taken in a thorough and diligent
manner with proper time allotted and adequate and knowledgeable personnel assigned. Departments with significant amounts of technical, scientific and/or laboratory equipment should make every effort to assign staff capable of identifying equipment. Use of students is often inappropriate and should be closely monitored. Procedures must be in accordance with the guidelines established in the Instructions for Updating the Departmental Inventory List which are included in each inventory packet issued to departments. Departments are strongly advised to keep a photocopy of each year’s inventory for their records and for use as a submittal backup in the event the original is misplaced.

Pursuant to State Property Regulations, all items that departments are unable to locate during an inventory must be carried in a suspense file (discrepancy list) maintained by the Office of Property Management for a minimum period of three years before any action to remove them from the inventory can be initiated, unless authorized otherwise by the Property Manager. Discrepancy lists are subject to detailed audit by the University’s Internal Auditors and by the Legislative Auditor’s Office. Departments will be assessed a fee for lost property exceeding University limits.

Changes/Updates in University Equipment Records Inventory (ERI)
The Property Manager or authorized staff in the Office of Property Management will execute the approved addition, deletion, transfer, or specific changes in the equipment records of the University. Other updated, such as location changes and comments will be made by the department as soon as changes occur. Departments are encouraged to have the property custodian contact Property Management for training on the ERI system.

VI.3 Payroll

The Payroll division processes salary and wage payments for all employees — academic, administrative and professional, classified, students and graduate assistants — and accounts for the salary and wage expenditures by budgetary unit. Payroll administers payroll deductions required by law — federal and state income tax withholding, Medicare and social security taxes and retirement contributions, federal and state tax levies, garnishments and child support — as well as employee-authorized deductions such as health and life insurance premium deductions and supplemental retirement account contributions. Payroll ensures compliance with USCIS regulations, verifying all I-9 documents for graduate assistants and student employees.

Payroll monitors and ensures compliance with income tax treaties between the United States and foreign countries for all nonresident alien employees.

Payroll’s Insurance section maintains tax sheltered premium amounts for the LSU Flexible Benefits Plan as well as the records for employee and retiree group insurance coverage and premium deductions.
The Disbursements section of Payroll processes all federal and state tax deposits and payroll tax returns, submits retirement contributions and the employer match with monthly reports of earnings to all retirement systems, and processes payment for all other payroll deductions.

**VI.4 Personnel Activity Reports (PARs)**

The Office of Management and Budget (OMB) Circular A-21 establishes principles for determining costs applicable to Federal grants, contracts, and other agreements with educational institutions. All Federal agencies which sponsor research and development, training and other work at educational institutions must apply the provisions of the Circular in determining the allowability of costs incurred for such work. Consequently, accounting practices of individual colleges and university must 1) support the accumulation of costs as required by the Circular and 2) provide adequate documentation of charges to sponsored agreements. To comply with payroll distribution requirements of OMB Circular A-21, LSU implemented the Personnel Activity Report (PAR) system which documents 100 percent of the activity for which certain employees are compensated. The system provides the documentation necessary to support charges of salaries and wages to sponsored agreements (i.e., grants, contracts, cooperative agreements). The system is also used to document cost sharing of salaries and wages. Failure to complete and certify PAR forms correctly could result in loss of funds to the University.

A Personnel Activity Report (PAR) is a computer-generated document that reflects the workload percent (%) distribution during the reporting period derived from personnel action forms in the Human Resource Management (HRM) System. The Budget Salary Management (BSM) system provides an HRM database from which PARs are generated. The workload % distribution is based on the current personnel action form in effect for that PAR period. The purpose of the PAR system is to confirm after-the-fact the employee’s workload distribution and earnings “that should have been paid” (i.e. based on personnel form in effect at the time the PAR is generated) represents a reasonable apportionment of the employee’s actual workload distribution. The PAR system also documents personnel cost sharing. The PAR accounts for 100% of each employee’s effort.

Graduate assistants, fiscal employees, and academic salary employees working in academic units and centers receive PARs. Also, employees working on sponsored agreements will receive a PAR. Classified employees do not receive a PAR unless working on a sponsored agreement. A manual PAR must be created whenever a classified employee will be used to cost share to a project. PARs are not produced for student and contingent/transient employees because their timesheets are an auditable method of documenting time and effort.
SECTION VII: ASSESSMENT & ACCOUNTABILITY

VII.1 Comprehensive Assessment System

"LSU is committed to achieving the highest standards in teaching, research, and service by continuously improving its programs. At the heart of this commitment is the systematic assessment of student needs and student learning outcomes. Through assessment the University analyzes its effectiveness in meeting stated purposes." (LSU Planning & Assessment, “Commitment to Assessment Practices”)

University-wide Annual Assessment of Student Learning Outcomes

All academic programs must submit annual assessments of student learning outcomes to be in compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.3.1.1 (Institutional Effectiveness). This standard requires that programs identify expected outcomes, assess the extent to which those outcomes are achieved, and provide evidence of improvement based on the analyses of data. By June 15 of each year, academic program faculty must submit to Academic Affairs/ Office of Assessment and Evaluation student learning assessment data from the previous summer/fall/spring semesters. By October 15, degree program faculty must submit program reports on the assessment of student learning, using these data. Dean’s Authentications of these reports are due on December 1, thus completing the annual cycle of student learning.

Assessment System for Programs Preparing P-12 Educational Professionals

The assessment system for programs preparing P-12 educational professionals is dynamic and evolving. A comprehensive and integrated set of evaluation measures, the system has as its purpose the collection and analysis of data on applicant qualifications, candidate and graduate performance, and professional education unit operations for unit and program evaluation and improvement. Underlying and influencing unit and candidate performance assessment is the unit’s conceptual framework with its focus on preparing P-12 educators who are reflective practitioners engaged in inquiring pedagogy and effective professional behavior and who demonstrate competence in the skills of collaboration and the effective use of technology. The assessment system incorporates candidate proficiencies, uses multiple assessments from program entry through graduate follow-up, and demonstrates the positive relationship between candidate assessments and candidate success in the field.

VII.2 Programmatic Coherence

Courses required in specified curricula or certification programs should reflect overall coherence among curriculum, instruction, assessment, and, when
applicable, conceptual framework, field experiences, clinical practice, and/or internships.

VII.3 Syllabi

As described in Section III.2.17 "Faculty must develop and maintain a social contract of course expectations for each undergraduate/graduate course and communicate expectations and grading policies through distributing and negotiating as appropriate a course syllabus. The university’s Policy Statement PS-44/Grades and the General Catalog address university syllabi and grading policies and procedures. PS-44 states, “At the beginning of each semester, faculty members must distribute written course syllabi in all courses, both graduate and undergraduate, which must clearly state the relative weight of the component factors of the final grade. Additionally, in 4000-level courses in which instruction of undergraduates for undergraduate credit and graduate students for graduate credit is combined, syllabi should clearly set forth any different expectations of performance by students in the two groups (beyond the expectation of a 2.00 minimum gpa for undergraduates and a 3.0 minimum gpa for graduate students). At any point in a semester, the instructor should be able to explain, on request, a student's standing in the course, that is grades assigned to that point, the basis for the grades, and the weight of these grades in the final grade.

PS-44/Grades has been revised, effective fall 2013 as described in the March 2013 Academic Affairs Communique

After careful consideration and upon recommendation from the Faculty Senate, PS 44 was revised to allow class attendance to be taken into consideration by instructors when determining final grades. Previously, PS 44 required that instructors base grades solely on “academic considerations.” PS 44 now clarifies that “Because class absences are likely to affect a student’s mastery of course content, they may be considered among these ‘academic considerations’ in determining the final course grade. Therefore, instructors, at their discretion, may also include ‘unexcused’ absences as component of the course grade, as long as attendance policies are spelled out clearly in the course syllabus at the beginning of the semester.” While instructors may incorporate this change in their course syllabi for the fall 2013 semester, attendance may not be factored into final grades until then.

PS-22/Student Absence from Class provides additional information concerning university policy on student absences.

At the beginning of every semester, faculty must electronically submit updated copies of all course syllabi to the director of their respective school. Each school will then post all syllabi pdf format on the college’s Community Moodle web site for access campuswide via the URL posted on each school’s website. Faculty are also encouraged to post all course syllabi on the University’s course management system (e.g., Moodle) for access in the event of a long-term campus closure.
Suggestions for contents of course syllabi and/or negotiated syllabi content:

1. Course Title, Instructor(s), and contact information and policies
2. Course description
3. Course goals and/or requirements
4. Relationship to program goals, where appropriate (e.g. conceptual framework, professional standards)
5. Articulation of relationship between course assignments and core program and/or unit assessments
6. Class policies (attendance, late assignments, test/assignment make-ups, extra-credit, etc.)
7. Required texts/lab manuals/ readings
8. Tentative semester schedule showing outline of subject matter, assignments, assessments
9. Overview of primary assignments and grading scale/policy
10. Supplemental or recommended readings
11. Reminders of University, college, and school policies regarding academic dishonesty, attendance, disability, and materials distribution

Other considerations for course content and assessments should include the following.

- For 4000-level courses, faculty should confirm in advance with the respective Director of School whether graduate credit can be permitted and, if so, should differentiate between grading criteria for undergraduate and graduate credit.
- Faculty who teach courses that are required for certain curricula or certification tracks should address related expectations and content requirements for the course, as well as any accreditation requirements if applicable.
- Faculty who teach multiple sections of courses should ensure consistency of assessments and grading practices
- Uniform course syllabi for such courses—specific curricula, certification tracks, multiple sections—should be maintained in the office of the respective school.

VII.4 Course Evaluations

Students in regularly scheduled classes evaluate faculty teaching performance each semester, using University teaching evaluation forms. The University processes these evaluations and provides summary data through directors of respective schools to individual faculty.
VII.5 School Assessment Coordinators

Each school should identify a single assessment coordinator who has responsibility for ensuring that student learning assessment data and annual reports for all degree programs are complete, updated, and accurate.
SECTION VIII: COMMUNICATIONS AND PUBLIC RELATIONS

The College of Human Science and Education Communications and Public Relations Plan is consistent with and an extension of the University’s policies and practices. The LSU Office of Communications and University Relations leads the charge of telling LSU’s story around the world by establishing and increasing awareness of LSU’s programs, policies, opportunities, goals, and achievements.

The LSU Office of Communications and University Relations works to inform the public of the University’s activities, accomplishments, policies and plans. The Office of Communications and University Relations strives to provide strategic communication direction and support.

Detailed information regarding University policies concerning all aspects of public relations (communications, creative services, digital imaging, marketing, and media relations) is provided in PS-10, *Internal and External Communications*.

VIII.1 LSU Identity - Branding

VIII.1.1 All faculty and staff will abide by the policies outlined in PS10. The policy exists to preserve, protect, and enhance LSU’s image by presenting the University in a clear, unified, consistent, and memorable manner, and to ensure compliance with state law (R.S. 43:111) regarding the expenditure of funds for advertising. PS10 policy applies to all materials the Office of Communications and University Relations classifies as “reputation defining” including recruitment materials, advertisements, stationery items, and use of University logos and symbols.

VIII.1.2 LSU Standards.

Resources for adherence to LSU standards regarding overall identity, logo usage, and LSU business systems (letterhead, envelopes, business cards, etc.) may be found at these links:

VIII.1.2.1 Visual Identity.

Purple and gold should be part of everything we do for LSU. Advertising to external audiences must have purple and gold as the DOMINANT color scheme. No competitors’ colors may appear in external LSU advertising. There is more color flexibility for internal audiences. LSU students or student groups do not have permission to use the LSU logo.

[http://sites01.lsu.edu/wp/ur/policies-guidelines/identity/](http://sites01.lsu.edu/wp/ur/policies-guidelines/identity/)

**LSU Logo & Style Guidelines**: LSU logos may only be printed in LSU purple, LSU gold, black, white and gray. No athletic logos may be used for academic purposes. The logo may not be manipulated/skewed. The logo goes on everything
with no exceptions and should be displayed prominently.
http://sites01.lsu.edu/wp/ur/resources/logos/

VIII.1.2.2
The LSU Office of Communications and University Relations and the Dean’s Office of Communications and Public Relations have prepared templates for each school to assist ease of recruitment, event promotion, advertising, invitations, and presentation materials in adherence to LSU guidelines. Templates may be found on Moodle 2 CHS&E Communications, Policies, and Support site here: http://community.moodle2.lsu.edu/course/view.php?id=140. Generic LSU templates may be found here: http://sites01.lsu.edu/wp/ur/resources/templates/. These are password protected sites.

LSU Business System:
http://sites01.lsu.edu/wp/ur/resources/business-system/

VIII.1.3 Approvals
All reputation-defining materials must strictly adhere to LSU graphic standards and must be approved by University Relations to ensure that they reflect favorably upon the University. Approval for most projects may be secured through the College’s Office of Communications and Public Relations here. http://cduc-calvin.lsu.edu/~publicaffairsreq/ If necessary, additional approvals, or approval of major projects, will be secured through approvals@lsu.edu.

VIII.2. Audit and Permanent Record.

The Office of Communications and Public Relations is required by the University to keep a record of all advertising, brand-related graphic design, and print collateral. These are reviewed by the University each quarter and are kept for the administration’s reference for publicity and communications.

VIII.3. Social Media and Websites

All faculty and staff will abide by the policies outlined in PS10.

VIII.3.1 Social
The College and its Twitter, YouTube, Facebook and other page contributors must abide by Facebook’s Statement of Rights and Responsibilities. http://www.facebook.com/home.php#!/terms.php. Content contributed by the online community to the college’s page represents the opinion of the author and contributor and does not represent LSU, the College, or any of the college’s subsidiary units. The
College and University Facebook policies are filed in LSU Moodle CHS&E Communications, Policies, and Support.

**VIII.3.2 Websites and e-communications**
LSU activities related to the web and all forms of electronic communications must be consistent with LSU policies and procedures. The University will support and maintain the official LSU website. Units, schools, departments, and individuals may request links to their sites. In doing so, they must agree to abide by LSU guidelines. http://sites01.lsu.edu/wp/ur/policies-guidelines/online-communication-policy/. Failure to comply with policies, procedures and requirements can result in the removal of pages, removal of links, or loss of access to systems as deemed necessary.

**VIII.4. Faculty and Staff Communications**
The College of Human Sciences and Education will follow all LSU procedures and policies as outlined in the LSU Staff Handbook, LSU Faculty Handbook and in PS10.

**VIII.4.1 Crisis Communications**
During Emergency, the Chancellor and the Office of Communications and University Relations have primary responsibility for releasing information to the news media.

Major incidents and emergencies may draw interest from local or national media. It is of paramount importance that only accurate, factual information is released. Incorrect or incomplete information could be detrimental to the University, its employees, and its students.

Refer all news media inquiries to the Office of Communications and University Relation Media Relations department, Lakeshore House, at 225-578-5985. If the Media Relations department cannot be contacted, call LSU Police at 578-3231.

**VIII.4.2 Political Commentaries**
Faculty and staff may exercise rights as an individual citizen to attempt to influence legislation or public policy. University employees may not utilize state resources to do this and must make it clear that they are speaking as private individuals and not as University representatives. Regulations regarding political activities are not intended to interfere with faculty or staff rights as citizens to express opinions privately; rather, it provides individuals with protection from political intimidation and job security free from political interference.
VIII.4.3 Academic Freedom and Communications
LSU is committed to the principle of academic freedom, and faculty are encouraged to explore fully their fields of interest. This principle also includes the right of a member of the academic staff to exercise the ordinary rights of an American citizen in speaking, writing, and action outside the University. At the same time, faculty are expected to be knowledgeable about laws and regulations that increasingly are affecting universities and to operate within the guidelines of University policy and regulations. Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

VIII.4.4. Copyright Issues in the Classroom
Faculty must be aware of the copyright issues related to selection and use of existing information in any kind of format. Copyright guidelines may be found in the faculty handbook.
SECTION IX: DIVERSITY STATEMENT

The College of Human Sciences and Education strives to be welcoming, supportive, and respectful of persons of all races, cultures, ethnicities, genders, and orientations. In addition, we are committed to supporting and encouraging interactions among a diversity of opinions, scholarly approaches, and professional perspectives, skills, and talents. Further, we recognize and embrace the broad scope of diversity with regards to gender identity, age, spirituality, socio-economic status, disability, family status, experience, opinions, and ideas, as well as diversity with regards to race, ethnicity, national origin, and culture. We seek to promote an environment that is free of discrimination and encourage the same of our students. We support policies, practices, and professional interactions that are respectful and accepting of diversity in all of these areas as a fundamental aspect of our College culture and environment.

Diversity: The College commits to developing and nurturing the cultural competence of students, faculty and staff by creating vibrant and diverse educational and professional environments.

The diversity goal is in no way limited to race, ethnicity and gender. The College is equally interested in diversity with regard to socioeconomic status/class, age, physical/mental ability, religion, sexual orientation, gender expression and national origin. It is the College's belief that interaction among faculty, staff and students from different backgrounds and with different life experiences enriches the learning environment by improving understanding and appreciation of the differences among individuals and social groups. The College supports the University’s Equal Opportunity Policy (PS-01) and the Policy for Persons with Disabilities (PS-26).

Vision Statement

To value diversity means to recognize and alter the power relations to minimize structural discrimination. Becoming aware of one's own values and biases and valuing and respecting differences in others are important for individual growth with regard to encouraging and supporting diversity. Developing a culture that appreciates and promotes values of fairness and diversity is central to our development as a college.

Diversity Report

To document the College's commitment to diversity and in cooperation with the University Office of Equity, Diversity & Community Outreach, the Dean's office will prepare an annual report of diversity and community outreach efforts. The Diversity Committee reviews diversity issues within the College, including recruitment and retention of students and faculty. The committee also proposes policies and practices encouraging a culture of inclusiveness, makes recommendations based on findings and submits an annual report in the spring to the Dean.
SECTION X: TECHNOLOGY

The Office of Technology Services, is a division of the College of Human Sciences and Education at Louisiana State University. Our mission is to promote technology use and provide technical assistance for the College's faculty, students and staff. The ETS website is a collaborative effort of the ETS staff to provide users quick access to technology-related information and online assistance:

Listed on the ETS website are:
- LSU Computer Usage Policy
- Louisiana State Technology Plan
- LSU Faculty Technology Center
- LSU Information Technology Knowledgebase

The following policies and procedures are designed specifically to facilitate the equitable and ubiquitous access to available technologies for students and faculty.

X.1 College Equipment Checkout Policy

The Office of Technology Services in the College of Human Sciences and Education has over fifty items available for CHSE faculty, staff, and student checkout, including laptops, data projectors, webcams, digital voice recorders, digital cameras, digital video cameras, slide projectors, overhead projectors, TV/DVD/VCR sets and other various technology related devices.

General Rules:

The checkout equipment program is intended to provide short term loans, not to serve as long term or permanent solutions. Laptops and data projectors may be checked out for a maximum of one week, or conference length plus travel time. All other equipment may be checked out for a maximum of three days, or conference length plus travel time. To renew checkout status, patrons must contact the ETS office at least 24 hours prior to the due date. No equipment can be renewed for checkout if other patrons are waiting or for more than two consecutive checkout periods. Exceptions to these general rules must be approved by the Computer Manager.

X.2 Policy for Damaged, Late or Lost Equipment

Checkout records will be entered on an electronic database by the ETS staff. This system will alert the staff when an item is returned late, will track how many times a patron has returned equipment past the due date, and will log (for maintenance purposes) the amount of times individual items are checked out.
A $25.00 late fee will be assessed per day for faculty, staff and students, not to exceed a $50.00 maximum fee. Items will be declared lost after 48 hours overdue unless stolen and reported to LSU policy by patron (see below). Once an item is declared lost, replacement costs will be assessed based on market replacement value. Fees for late return of the equipment or peripherals, physical damage to the equipment or peripherals, or loss of the equipment or peripherals will automatically be applied to the billing statement of a student/employee (faculty or staff).

Patrons may not check out equipment while delinquent for any reason. Once an item is declared lost or damaged, circulation privileges will be suspended until restitution is made. After a patron has returned equipment late three times, that patron’s checkout privileges will be suspended.

The Office of Technology Services absorbs all fees to be used for maintenance purposes (e.g.: new projector lamps, replace lost laptop cords, etc). To contest a fee, replacement charge, or suspension of privileges, students/employees may direct their grievances to the Assistant Dean for Finance and Administration.

X.3 Equipment Replacement Policy

The College of Human Sciences and Education strives to provide its faculty, staff, and students with high quality and up-to-date equipment to facilitate the attainment of the shared teaching, research, and service goals of the College in pursuit of both its land grant and national flagship mission. To that end, the College is committed to leveraging resources to procure educational technology in order to maintain existing infrastructure, continue the expansion of technological capacity, and upgrade older equipment with state-of-the-art technology.

The College does not have a permanent operating budget allocation dedicated to the procurement of new or replacement equipment. The primary source of funds providing resources for replacing equipment is College Unexpended Salary (formerly Salary Savings). Less frequently, the College may benefit from a resource opportunity such as a one-time allocation for equipment procurement when University resources become available or funding may become available from some other non-recurring sources. The inconsistent nature of the availability of these resources requires that the College implement a policy which articulates the strategy that will be used to guide equipment procurement decisions as these resources become available.

After reviewing the age of the various pieces of equipment currently in use by the College and, in consultation with the College’s Computer Manager, after considering the relative use and importance of the difference systems and applications, the Technology Committee determined the following priority listing to be considered as resources become available to fund the College Equipment Replacement Program:
- Priority 1: ETS managed web, data, and storage servers that serve the entire college.
- Priority 2: Classroom educational technology and computer labs
- Priority 3: Faculty office computers

As funds become available, oldest items will be replaced based on the priority rating with consideration given to the use patterns of the individual items in the priority listing. For example, if a data server rises to the top of the aged listing, but use patterns indicate that it is still functioning at acceptable levels, the server will not be replaced. However, based on the criterion of the priority rating established by the Equipment Replacement Policy, the server will maintain its place on the priority ranking due to its age, and a new server will be purchased whenever use patterns warrant replacement of the existing server.

All computer equipment, peripherals, and software by units of the College will be coordinated by the Office of Technology Services because of the necessity of making purchases in accordance with University procurement regulations; maintaining consistent hardware specification profiles; satisfying uniform networking requirements; and ensuring compliance with licensure agreements. The point of contact for all such procurement needs is the Computer Manager.

X.4 Stolen Items Policy

Stolen items must be reported immediately to Campus Police. Based on University policy, when a patron declares an item is stolen, an official investigation will follow. A police report must be attached to the yearly Equipment/Property Inventory for any item which is listed as stolen.

X.5 On-Line Courses Policy

Faculty are expected to maintain and ensure academic integrity and rigor regardless of course delivery format. On-line courses requiring over 50% distance education must be approved by the department head and adhere to College and University expectations for quality on-line delivery of courses.

In addition, faculty, staff, and students are encouraged to expand their knowledge and incorporate appropriate technology in their teaching and communications with students. Faculty are encouraged to participate in and utilize existing University resources in order to receive specialized training as necessary in order to incorporate appropriate technology in their work.
SECTION XI: EMERGENCY COMMUNICATION PLAN

The College of Human Sciences and Education Emergency Preparedness Plan is consistent with and an extension of the University’s policies and practices and emergency response plans. As stated in the University emergency response policy:

*During Emergency, the President and the Office of Communications and University Relations have primary responsibility for releasing information to the news media. Major incidents and emergencies may draw interest from local or national media. It is of paramount importance that only accurate, factual information is released. Incorrect or incomplete information could be detrimental to the University, its employees, and its students. Refer all news media inquiries to the Office of Communications and University Relations' Media Relations department, Lakeshore House, at 225-578-5985. If the Media Relations department cannot be contacted, call LSU Police at 578-3231.*

In order to facilitate communications during an actual emergency or evacuation of the University, the College shall develop an Emergency Preparation Plan.

XI.1 Emergency Preparedness Team

The CHSE will follow all LSU procedures and policies. The CHSE Emergency Preparedness Team consists of the following individuals:

1. Dean
2. Associate and Assistant Deans
3. CHSE Building Coordinators and Alternates (for each building)
4. School Directors

XI.2 Preparing for an Emergency

XI.2.1 Contact Information

By September 1 of every year: School directors should have a complete and up-to-date list of contact information for faculty, staff, and instructors. Contact lists should include but not be limited to: current phone, cell phone, address, and email contacts. All lists will be sent to the Dean’s office electronically so a master list can be compiled by the Executive Assistant to the Dean. Directors and other key faculty/staff should likewise provide contact information for out-of-state family or friends with whom they are likely to stay in the event of an evacuation.

In order to contact the University in case of emergency, college and school offices retain these numbers and encourage all faculty, staff and students to save them in all directories, including cell phone directories:

LSU Police Department: 225-578-3231
Campus Crisis Information: 225-578-4636 or 1-800-516-6444
XI.2.2 Access to Courses
As described in Section III.2.16, at the beginning of every semester, all teaching faculty must submit electronically updated copies of course syllabi to the school office so that staff can store these on the College of Human Sciences and Education server. It is also recommended that faculty upload course content on a university supported course delivery system (e.g., Moodle).

XI.3 During an Emergency

In the event of an emergency, members of the Emergency Preparedness Team will:

a. Maintain on their persons contact information sheets – update as necessary.

b. Assume the responsibility for protecting personnel records, student records, equipment, and facilities by facilitating and maintaining communications and/or preparing the security of equipment (move equipment away from windows, unplug electronic equipment before leaving campus, back-up and/or store important documents, make sure all windows are locked, etc.).

c. Maintain contact with the Dean’s Office and University webpage www.lsu.edu.

XI.4 LSU Emergency Text Messaging System *(excerpt from University website)*

In order to better communicate emergency information to the campus community, LSU has implemented the Emergency Text Messaging System.

The Emergency Text Messaging System is a service that allows anyone in the LSU community, including the LSU AgCenter and Paul M. Hebert Law Center, to receive alerts, news or other emergency information via text message on their mobile phones. Individuals will have to choose to be included in the system by providing their cell phone information through PAWS.

To opt in to the system, students, staff and faculty will need to:

- Log into PAWS
- Select “Campus Community” in the left navigation bar.
- Select “Emergency Text Message” from the list.
- The users will be required to input their cellular service providers, cell phone numbers and to choose unique passwords, which must be different than their PAWS passwords.
Participation in the Emergency Text Messaging System is not mandatory, but encouraged. There is no fee to subscribe, but users will still have to pay regular text messaging rates through their cellular providers.

The Emergency Text Messaging System is part of the university’s crisis communication plan, which includes numerous methods of communicating information to the campus community. In the event of an emergency, messages will be sent out from the LSU Emergency Operations Center on campus. These messages will be from either 67283 or 226-787 depending upon your carrier.

For questions, contact the LSU HelpDesk at 225-578-3375.

XI.5 Field Experiences and Clinical Practice

Students enrolled in courses requiring field experiences, clinical practice, or internships are expected to follow procedures and expectations of the supervising agency, paying particular attention to requirements for reporting to the agency and not simply agency closures. Student teachers and interns, as teacher certification candidates functioning in the role of teacher, will be expected to remain in school during the same time as teachers. Students engaging in field placements in sites other than schools will be expected to remain at the site for the normally assigned time, as determined by the site supervisor.

XI.6 University Laboratory School Closure Plan

In the event of a situation that may warrant school closure, the University Laboratory School will assess decisions made by LSU and local school systems and the school administration will make a decision based upon all available information and based on policies and procedures approved by the Chancellor’s Office.

XI.7 LSU Child Development Laboratory Preschool

In the event of a situation that may warrant school closure, the LSU Child Development Laboratory Preschool will assess decisions made by LSU and local school systems and the school administration will make a decision based upon all available information.
APPENDICES

A. Approval from LSU Board of Supervisors to establish the College of Human Sciences and Education
B. College of Human Sciences and Education Organizational Chart
C. University Policy Statements (PSs) and LSU System Permanent Memoranda (PMs)
D. Peabody Society Alumni and Friends By-Laws
E. School Policies and Academic Program Handbooks
F. College of HS&E Promotion and Tenure Guidelines (August 2014)
AGENDA
(Amended)

LSU BOARD OF SUPERVISORS MEETING
Board Room, LSU System Building
Baton Rouge, Louisiana

1:00 P.M., FRIDAY, DECEMBER 9, 2011

PUBLIC COMMENTS

Public Comments may be made only (1) when they relate to a matter on the agenda and (2) when individuals desiring to make public comments have registered at least one hour prior to the meeting. For additional information see:


INTEGRATED COMMITTEE MEETINGS

I. HEALTH CARE AND MEDICAL EDUCATION COMMITTEE
   Dr. Jack A. Andonie, Chairman

1. Status report on activities at the LSU Health Sciences Centers and the Health Care Services Division

II. ACADEMIC AND STUDENT AFFAIRS, ACHIEVEMENT AND DISTINCTION COMMITTEE
    Mr. Roderick K. "Rod" West, Chairman

1. Request approval to create the College of Human Sciences and Education by realigning existing units at LSU

2. Request authorization for President to approve High Level Autonomy Related to Investments of LSU Campuses Eligible for Such Autonomy under GRAD Act 2.0
Office of Academic Affairs Agenda Item #1

REQUEST APPROVAL TO CREATE THE COLLEGE OF HUMAN SCIENCES AND EDUCATION BY REALIGNING EXISTING UNITS AT LSU

To: Members of the Board of Supervisors

Date: December 9, 2011

1. Significant Board Matter
This matter is a significant board matter pursuant to the following provisions of Article VII, section 8 of the Bylaws:
   D1 Any matter having a significant fiscal (primary or secondary) or long term educational or policy impact on the System or any of its campuses or divisions.

2. Summary of the Matter
LSU requests approval to create the College of Human Sciences and Education by realigning existing units with complementary missions. The academic units that will form the new College consist of the following related disciplines that currently serve an educational and human-science focus:

   College of Education
   Department of Educational Theory, Policy, and Practice
   Department of Kinesiology
   University Laboratory School

   College of Agriculture
   Child and Family Studies' Faculty in the School of Human Ecology
   LSU Preschool in the School of Human Ecology
   School of Human Resource Education and Workforce Development

   School of Social Work
   School of Library and Information Science

As the attached organization chart indicates (Attachment #1), the new College will have six major units as follows:

1) School of Education, consisting of the current faculty in the Department of Educational Theory, Policy, and Practice, two PK3 faculty from the School of Human Ecology, and the LSU Preschool administrator and instructor. The two PK3 faculty from the School of Human Ecology will join three PK3 faculty in the School of Education where the degree has been offered.
2) School of Human Resource Education and Workforce Development
3) School of Kinesiology
4) University Laboratory School
5) School of Library & Information Science
6) School of Social Work, consisting of the current School of Social Work faculty and the four Child and Family Studies’ faculty currently in the School of Human Ecology in the College of Agriculture.

Background. During the 2010-2011 fiscal year, the University Budget Crisis Committee discussed ways to combine units and expertise with the goal of saving money through greater efficiencies over time by capitalizing on shared resources. Of particular concern to the Committee were units in problematic financial condition because of multiple budget cuts and units that had developed over time missions that overlapped with other units. The Office of Academic Affairs began a series of conversations with appropriate deans in August 2011 to gather information and to determine the feasibility of a realignment. This proposal is the result of more than fifty meetings with directors, faculty, staff, and advisory board members.

The goal of this realignment is to create a high profile college that will have a major impact on the quality of life of the citizens of Louisiana in the areas of education, mental health, health and wellness, and social and human sciences. The reorganization will allow the University to leverage resources, engage expertise, and create partnerships to reduce costs and generate additional revenue through increased federal and state grants and contract support. LSU also anticipates that in its first year, sharing of faculty resources will create major savings for the individual units in staffing graduate-level methodology courses.

In 2010-2011, the five units offering undergraduate and graduate programs had 117 faculty, offered 7 undergraduate and 18 graduate degrees; and enrolled 1,619 undergraduate and 1,016 graduate students. The total budget for these five units was $11,463,391. The sixth unit, the University Laboratory School had a annual budget of $10,787,941 in 2010-2011 and enrolled 1,300 K-12 students. (Attachments 2 and 3).

3. Review of Business Plan
The total budget of the new college will be created from the existing budgets of the six units. By grouping these six units, the University will be better able to create opportunities for shared resources in the areas of public relations, development, recruiting, counseling, and technical support—all expensive investments when attempted as individual units. Two areas of special importance for the college units are grants and contracts and donor support. Both the College of Education and the School of Social Work currently have resources in these two areas that can assist the other units in increasing productivity.

The college will have a full-time dean, a full-time associate dean for undergraduate programs and services, a full-time associate dean for graduate studies and research, a full-time assistant dean for finance and administration, and a senior director of development. These positions, as well as supporting staff and office space, exist in the current units and will be reallocated to the new college. The current interim dean of the College of Education completes her appointment on
July 31, 2012, creating a vacant position for the new, permanent dean. The search for a permanent dean will begin after approval of this proposal.

It is anticipated that one-time costs of approximately $25,000 to provide new printed materials and to update websites can be covered through coordinating requests and existing budget allocations. The LSU Agricultural Center partially funds one faculty position (29%). An agreement has been made with the Agricultural Center to move this individual 100% into the new College by returning these funds to the LSU Agricultural Center. In addition, there will be three split faculty positions in the School of Human Resource Education and Workforce Development between the new college and the College of Agriculture to support the B.S. in Agricultural Education and students pursuing graduate work through the College of Agriculture.

4. Review of Documents Related to Referenced Matter
This request was initiated by the Executive Vice Chancellor & Provost on the recommendation of the LSU Budget Crisis Committee and approved by the Chancellor. Detailed information about this proposal, including a description of the departments and schools in the new College, admission requirements, degrees offered, budgets, start-up costs, and a timetable for implementation is available for review in the LSU System Office of Academic Affairs.

5. Certification of campus (or equivalent) re. paragraph C, Article VII, Section 8.
Appropriate certification has been provided by the campus.

RECOMMENDATION
It is recommended that the Board of Supervisors adopt the following resolution:

“NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College approves LSU’s request to create a new college by realigning existing schools and departments.

Be it further resolved to name the new college as follows: The College of Human Sciences and Education, consisting of the School of Education (formerly the Department of Educational Theory, Policy and Practice), The School of Human Resource Education and Workforce Development, The School of Kinesiology (formerly the Department of Kinesiology), The School of Library and Information Science, The School of Social Work, and the University Laboratory School.”
APPENDIX B: Organization Chart
College of Human Sciences and Education

Dean

Associate Dean, Graduate Studies & Research

Senior Director, Office of Development

School of Education Director

School of Social Work Director

School of Library & Information Science Director

University Laboratory School Superintendent

School of Kinesiology Director

School of Human Resource Education & Workforce Development Director

Division of Curriculum & Instruction

Division of Leadership, Counseling & Research
APPENDIX C: Snapshot of College of Human Sciences and Education:
Fall 2010 Census Data

<table>
<thead>
<tr>
<th>Unit</th>
<th>Undergrad Enrollment</th>
<th>Graduate Enrollment</th>
<th>Operating Budget</th>
<th>Admin w/Faculty Rank</th>
<th>Asst Prof and Above</th>
<th>Instructors or Associates</th>
<th>Admin/Professional Employee</th>
<th>Classified Employees</th>
<th>Graduate Assistants</th>
<th>Total SCH</th>
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<td>*</td>
<td></td>
<td>8</td>
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<tr>
<td>Total</td>
<td>1,619</td>
<td>1,016</td>
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<th>Unit</th>
<th>K-12 students</th>
<th>Operating Budget</th>
<th>Admin</th>
<th>Instructor</th>
<th>Librarians</th>
<th>Counselors</th>
<th>Associates</th>
<th>Noncertified And Staff</th>
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<td>5</td>
<td>13</td>
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</tbody>
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Source: LSU Enterprise Information System (EIS)

*Note. Family & Child Studies (FCCS) is a division of the School of Human Ecology and totals are provided for students enrolled in the Child & Family Studies B.S and the specialty in the Ph.D. Other data for FCCS are aggregated for the School of Human Ecology and not available through EIS.
APPENDIX D: Degrees Offered in the New College

School of Education: 2 Undergraduate; 11 Graduate
B.S. Early Childhood Education PK-3; B.S. Elementary Education Grades 1-5; M.A.T. Elementary Education Grades 1-5; M.A.T. Secondary Education Grades 6-12; M.A. Education; M.Ed. Guidance (School Counseling); M.Ed. Curriculum and Instruction; M.Ed. Educational Leadership; M.Ed. Special Education; M.Ed. Special Education Gifted; Ed.S. Education; Ph.D. Educational Leadership and Research; and the Ph.D. in Curriculum and Instruction.

School of Kinesiology: 2 Undergraduate; 2 Graduate
B.S. In Kinesiology, B.S. in Sport Administration, M.S. in Kinesiology, and Ph.D. in Kinesiology. A B.S. In Athletic Training is pending with the Louisiana Board of Regents.

School of Human Resource Education and Workforce Development (SHREWD): 2 Undergraduate; 2 Graduate
B.S. in Human Resource Education, B.S. in Business Education, Grades 6-12; M.S. degree in Human Resource Education; Ph.D. degree in Human Resource Education.

School of Library and Information Science (SLIS): 1 Graduate
Master of Library & Information Science (MLIS) degree and has an approved letter of intent for a Ph.D.

School of Social Work: 1 Undergraduate; 2 Graduate
B.S. with concentrations in Child and Family Studies and Early Childhood Administration and Leadership, M.S.W., and SW Ph.D.

Total Undergraduate: 7
Total Graduate: 18

Confirmed by units October 28, 2011.
Appendix B. College of Human Sciences & Education Organizational Chart

The Organizational Chart is updated on a regular basis and can be found on the CHSE website. For the most current version, click on the hyperlink below:

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Appendix C. University Policy Statements & Permanent Memoranda

Policy Statements (PSs) represent policies of Louisiana State University and Agricultural & Mechanical College. They are not binding upon other campuses of the LSU System and are subordinate to policies of the LSU System issued as Permanent Memoranda (PMs) to the By-Laws and Regulations of the LSU Board of Supervisors to state and federal regulations and statutes. Typically Policy Statements originate within one or more of the operating divisions of the University to address policy issues that are of a campus wide nature. Policy Statements may also be issued to interpret and implement Permanent Memoranda, By-Laws and Regulations of the Board, or pursuant to the requirements of state and federal law.

All Policy Statements (PSs) are issued subject to the following disclaimer:

_University Policy Statements are established for the purpose of campus governance. Policy Statements serve to implement or interpret various laws, rules, regulations or policies and/or reflect the University's chosen method of managing its affairs. The University takes due care to assure that Policy Statements, when issued, are in compliance with then applicable controlling laws, rules, regulations and policies. However, it is recognized that changes in such laws, rules, regulations and policies may result in all of a portion of a Policy Statement becoming incorrect until necessary revision is made. Please be advised that, in such cases, those portions of Policy Statements that are contrary to or in conflict with any controlling law, rule, regulation or policy are invalid. To the extent that the remainder of a Policy Statement is unaffected by a change in controlling laws, rules, regulations or policies, that remaining portion of the Policy Statement will remain valid and in effect. Policy Statements do not form a part of any employee's contract or appointment with the University._

See: University Policy Statements

See: LSU Permanent Memoranda
Appendix D:  
Louisiana State University College of Human Sciences and Education  
Peabody Society Alumni and Friends Board of Directors  
Bylaws

PREAMBLE

George Peabody (1795-1869) established a pattern of charitable giving that became a model for future philanthropists, including Andrew Carnegie and John D. Rockefeller. He has been hailed as the “founder of modern philanthropy” for his gifts in Great Britain to address the needs of the poor communities through the Peabody Donation Fund, for the Baltimore’s Peabody Institute founded in 1857 that created a research library, and for the Peabody Education Fund, a $2 million gift that established a public education system for all races in the former Confederate states and West Virginia.

Established in 1999, the Peabody Society at LSU is a distinguished group of alumni and friends who are dedicated to assisting the College of Human Sciences and Education (CHSE) in attracting resources in support of its mission and goals. Members of the Peabody Society promote the College and its programs, assist in development activities designed to enhance education and research goals, and serve as advocates for the College within their communities.

The College of Human Sciences and Education consists of six schools: the School of Education (SOE), the School of Human Resource Education and Workforce Development (SHREWWD), the School of Kinesiology (SOK), the School of Library and Information Sciences (SLIS), the School of Social Work (SSW), and the University Laboratory School (ULS). The College has a direct impact on the complex human issues and policy decisions faced by communities throughout the state of Louisiana, the nation and the world. Each of its six schools builds upon the rich legacy of LSU’s Land Grant mission, preparing professionals to be leaders in their fields by advancing human cognitive, social, emotional, communicative and physical development across the lifespan.

In recognition of its relationships with and continued interest in the Louisiana State University College of Human Sciences and Education, hereafter referred to as the College, the Peabody Society therefore establishes these Bylaws and organization of alumni, faculty, staff, and friends.

ARTICLE I

Name, Affiliation, Mission, and Purpose

Section 1: The name of this organization is the LSU College of Human Sciences and Education Peabody Society Alumni and Friends Board of Directors, hereafter referred to as the Board.
Section 2: The purpose of the Board is to advise the LSU Chancellor, Provost and Dean of the College of Human Sciences and Education, promote the College and its programs, assist in development activities designed to enhance education and research goals, and serve as advocates for the College within the community.

Section 3: The Peabody Society is composed of two groups: the Peabody Society Board and the Dean’s Circle. Their responsibilities are as follows:

a. The Board is a service group that facilitates growth and support of the College through engagement of our College alumni, donors, and community partners. The Board serves the College through fundraising, voluntarism, relationship-building, and advocacy. It is not a governance body. The LSU Board of Supervisors is the governance body for the business of the University and the College.

b. Dean’s Circle recognizes the generosity of alumni and friends who make annual gifts of $1,000 or more to support the mission of the College of Human Sciences and Education, contingent upon the donor’s approval to be listed as a member of the Dean’s Circle.

ARTICLE II

Membership

Section 1: The Board will consist of up to 24 members who have an interest in the mission of the College. At least two members will be students (one undergraduate and one graduate). The Dean, directors of the schools, and staff assigned by the Dean will serve ex officio.

Section 2: The Board may include honorary members. No person will become a member of the Board except in accordance with these Bylaws. Board membership is not transferrable.

Section 3: Each Board member in good standing will have a vote, full membership rights, and the entitlement to hold office. It is the responsibility of all Board members to support the mission and purpose of the Board and the College.

Section 4: Board members are recommended by the Nominations Committee and elected by the Board to serve three-year terms. The Nominations Committee will take into consideration names brought forward by constituents, including but not limited to the Board. A call for nominations will be sent to each Board member prior to finalizing the slate of candidates.

Section 5: In conjunction with accepting service on the Board, all new and returning members agree to contribute to the College of Human Sciences and Education Excellence Fund. These funds are used exclusively to further the mission of the Board and the College. The minimum contribution
amount will be determined by the Board no later than November 15 for
the following calendar year.

Section 6: Any net earnings from the Peabody Society or the Dean’s Circle are
directed to the LSU Foundation for the benefit of the LSU College of
Human Sciences and Education. No part of net earnings will benefit any
member or private individual, except for reasonable compensation for
services rendered, as outlined within LSU and/or State of Louisiana
policies.

Section 7: Each active Board member will be required to chair or serve as an active
member of a Standing or Ad Hoc Alumni and Friends committee or
liaison to various groups as assigned by the Executive Committee.

Section 8: The Board offers equal opportunity to all eligible members, regardless of
race, color, creed, religion, national origin, age, gender, sexual orientation,
marital status, political affiliation, veteran status, or physical or mental
impairment.

ARTICLE III

Terms of Office

Section 1: A member’s term of office will be three years. Terms will be staggered so
that one-third of the Board (seven members) is renewed each year. The
student member will serve a one year term.

Section 2: Members of the Board may serve no more than two consecutive full terms
of office. No person may be a member of the Board for more than six
consecutive years.

Section 3: Terms of office begin July 1.

Section 4: The provision of this section will not apply to ex officio members.

ARTICLE IV

Honorary Board Members

Section 1: Honorary membership candidates may be nominated by written
application submitted and endorsed by two or more Board members in
good standing.

Section 2: Criteria for honorary membership candidates are as follows:

a. Individuals who have made extraordinary contribution(s)
   benefitting the College,

b. Individuals who bring extraordinary recognition to the College,

c. Individuals who have performed meaningful volunteer service for
   the College, and/or
d. Individuals of outstanding prominence who have made significant contributions related to the mission of the College.

Section 3: Graduate students, undergraduate students, active faculty, active staff, and active administrators are not eligible.

Section 4: Nominations will be approved by a majority of the Board members in attendance at a meeting where a quorum is present.

Section 5: Honorary membership may only be conferred with the approval of the honoree.

Section 6: Upon conferring any honorary membership, the College will arrange for appropriate publicity and honoree recognition.

Section 7: An honorary member will not be required to be a member in good standing of the Board, will not be required to contribute, will not be entitled to a vote on the Board’s affairs, and will not be eligible to serve as an officer or member of the Board. Honorary members may serve as a member of committees of the Board and may participate in Board or College activities at their discretion.

Section 8: A listing of honorary members will be maintained by the Board Secretary/Treasurer.

ARTICLE V

Officers

Section 1: The Board will have the following officers: the Board Chair, the Board Vice-Chair and the Board Secretary/Treasurer. An officer’s term is one year. The officer may serve in the same role no more than two consecutive years. If a person is completing an unexpired term, that individual is then eligible to also serve two full terms in that role.

Section 2: Officers must be members of the Board.

Section 3: Officers will be elected by a majority of the Board members in attendance at a meeting where a quorum is present.

Section 4: Officers may be removed by a two-thirds vote of Board members in attendance at a meeting where a quorum is present whenever, in its judgment, the best interests of the Board will be served thereby.

ARTICLE VI

Responsibilities of Officers

Section 1: The Chair will preside at all meetings of the members of the Board, ensure Bylaws and committee functions are understood by the Board, collaborate with the Dean regarding College strategies and needs, see that all orders and resolutions of the Board of Directors are carried into effect, appoint all standing committee chairs in consultation with the Dean and Executive
Committee and be an ex-officio member of all committees. The Chair will vote in any Board meeting or committee meeting only to break a tie vote. The Chair will perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

Section 2: The Vice-Chair will, in the absence or disability of the Chair, perform the duties and have the authority and exercise the powers of the Chair. The Vice-Chair will serve on the Executive Committee. The Vice-Chair is not automatically considered to be the Chair-Elect but may serve as Chair if nominated and elected through the nominations process as outlined in these Bylaws. If a vacancy occurs in the position of Vice-Chair, the Dean will declare a special election to fill the position. The Vice-Chair will perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

Section 3: The Secretary/Treasurer will, in the absence or disability of the Chair and Vice-Chair, perform the duties and have the authority and exercise the powers of the Chair. The Secretary/Treasurer will attend all meetings of the members of the Board of Directors and Executive Committee and record all votes and actions; prepare and maintain minutes of all meetings, Board rosters, and committee rosters; and maintain all records of Board meeting attendance. An Administrative Coordinator or designee will assist the Secretary/Treasurer in these duties and will provide drafts/transcripts to the Secretary/Treasurer for review and approval and then distribute the approved documents to the Executive Committee. The Secretary/Treasurer will sign and date minutes upon Board approval. The Secretary/Treasurer will monitor and ensure all dues are paid. The Secretary/Treasurer will perform such other duties and have such other authority and powers as the Board may from time to time prescribe or as the Chair or Dean may delegate.

Section 4: The Dean or designee will be an ex-officio member of all committees. The Chair of the Board and the Dean, in collaboration with the Executive Committee, will determine the agenda for each meeting.

ARTICLE VII

Committees

Section 1: The standing committees of the Board will be the Executive Committee, the Nominations Committee, and the Development Committee. The Board may establish as needed such other committees as it deems appropriate and in the best interest of the College and its alumni, students, faculty, former faculty, parents of students or alumni, staff, and friends.

Section 2: The Executive Committee will consist of the officers of the Board, the Dean, the designated Development Officer, one Member-at-Large, and the Immediate Past Chair of the Board. The Executive Committee will meet
either face-to-face or via use of technology within two to four weeks prior
to any Board meeting. The Board, committee members, administration,
faculty, and staff may be invited to attend Executive Committee meetings
by the Chair, as needed, but do not have a vote. Upon recommendation of
the Nominations Committee, the Executive Committee will prepare a final
slate of candidates for Board membership and candidates for office to
present to the Board.

Section 3:
The Nominations Committee will determine candidates for Board
membership and candidates for office and present a slate, including
alternates, to the Executive Committee. The Committee’s composition
and meeting schedule are as follows:

a. The Nominations Committee will consist of four members,
including the Nominating Committee Chair, the Dean, the
Immediate Past Chair, and at least one volunteer member of the
Board who is not an officer.

b. The Board Chair will appoint and convene the Nominations
Committee no later than Feb 28 annually to recommend new
members and conduct election of officers no later than May 31.
The Nominations Committee will select its own Committee Chair
from among its members.

Section 4:
The Development Committee will assist the Dean and Development
Officer in identification of prospective donors with potential and/or
propensity to give, cultivation of said donors, introducing prospects to key
staff and administration during the cultivation process, soliciting gifts as
needed in conjunction with the Dean and Development Officer, and other
activities connected with the annual appeal, major gift opportunities, and
related developmental endeavors. The Committee’s composition and
meeting schedule are as follows:

a. The Development Committee will consist of no fewer than six and
no more than eight members. The Development Committee will
select its own Committee Chair from among its members. The
Development Officer is a standing member of the Development
Committee.

b. The Development Committee will conduct a minimum of three
business meetings annually. Dividing these meetings into at least
one per semester is recommended but not required.

ARTICLE VIII

Meetings

Section 1: The Board of Directors will hold a minimum of four meetings per year
which will be held at a time and place designated by the Board. The Chair
may call other such meetings as determined necessary and appropriate; the
times and dates of these meetings will be determined by the Chair.
Section 2: Items for consideration on the meeting agenda should be submitted to the Chair prior to the scheduled Executive Committee meeting.

Section 3: If no new or pressing business is pending for a regularly scheduled meeting, the meeting may be canceled upon request of the Dean or Chair. Board members will be notified by mail, telephone, facsimile, and/or e-mail at least 24 hours prior to any meeting cancellation.

Section 4: Special meetings will also be held upon the request of three or more Board members. Members will be notified by telephone, mail, facsimile, and/or e-mail at least 24 hours prior to any special meeting. The call for a special meeting must specify the reason for the meeting. Business at the special meeting will be limited solely to the topic specified. The Chair will preside at a special meeting unless the Chair has a conflict of interest regarding the reason such a meeting has been called. In that case, the Vice-Chair will preside at the meeting.

Section 5: The Board and/or any committee may participate in and conduct meetings by means of telephone conference or similar communication equipment. Participation in such a meeting will constitute presence in person at the meeting. Any action required at a meeting of the Board or any committee may be conducted by means of telephone conference or similar communication equipment, providing votes are collected in writing via mail, e-mail, or facsimile. The copy signed by the Secretary/Treasurer will be saved with the standard meeting minutes.

ARTICLE IX

Resignation or Revocation of Board Memberships

Section 1: A member may resign from the Board by submitting a letter to the Chair or Dean.

Section 2: When a vacancy occurs on the Board by death, resignation, removal, or otherwise, the Executive Committee will nominate a replacement for the balance of the term. The appointment will be ratified by a quorum of the Board.

Section 3: If any member of the Board is absent from three consecutive Board meetings that have been regularly scheduled and did not submit an excuse acceptable to the Board Chair, that individual’s membership may, at the option of the Board, be declared vacant. In such event, the Board of Directors will fill the vacancy under procedures determined in these Bylaws.

Section 4: The Board may, by a two-thirds vote of those present at a regular meeting of the Board, suspend or terminate the membership of any individual for failure to make an annual contribution, inability to attend meetings, actions of behavior in violation of these Bylaws, or actions deemed detrimental to the best interests of the Board and the College. The following procedures will apply:
a. Any motion for suspension or termination must be made by a Board member based on personal knowledge, official Board or College records, or a statement signed by no fewer than five Board members in good standing.

b. Written notice of and rationale for the proposed suspension or termination will be mailed to Board members and the member concerned at least 14 days prior to the meeting.

c. Before any decision of suspension or termination occurs, the member will have an opportunity to be heard by the Board.

Section 5: The Administrative Coordinator or designee will keep attendance records at each meeting and report attendance records to the Secretary/Treasurer. Non-attendance at special meetings or absences caused by a change of the regular meeting date or time will not count as an absence for the purpose of this section.

ARTICLE X

Parliamentary Procedures

Section 1: The rules contained in Robert’s Rules of Order govern all activities of the Board, providing the rules are not in conflict with these Bylaws, in which case the Bylaws will prevail.

ARTICLE XI

Indemnification

Section 1: The Board may seek and maintain such indemnification to the fullest extent available under the laws of the State of Louisiana to protect the Board, Board members, officers, employees, and/or agents.

ARTICLE XII

Amendments

Section 1: Amendments to these Bylaws may only be initiated by at least three members of the Board or by the Dean.

Section 2: Proposed amendments to these Bylaws will be made available to Board members at least 14 calendar days prior to the meeting at which time a vote will be taken. The date for the vote for or against the proposed amendments will be communicated at least 14 calendar days prior to the meeting.
Section 3: A majority of the membership in good standing and in attendance at the meeting where a quorum is present will be sufficient to approve amendments to these Bylaws.

Section 4: Amendments will be effective on the date of approval or on the date specified in the amendment.

Section 5: These Bylaws will be reviewed annually at the first meeting of the calendar year.

ARTICLE XIII

Dissolution of Board

Section 1: Dissolution of the Board may be deliberated by the Board only if such dissolution is recommended either by joint recommendation of the Dean, Chair, Vice-Chair, or a petition of a minimum of 50% of active Board members in good standing.

Section 2: The Board may be dissolved only with an affirmative vote of two-thirds of Board members in good standing at a meeting where a quorum is present.

ARTICLE XIV

Definitions

Section 1: A quorum constitutes a majority of those present and voting.

Section 2: A member in good standing is one who makes an annual contribution and who participates in or chairs at least one of the Board’s committees.

Section 3: Action items which require a quorum in attendance at a meeting in order to call for vote at said meeting are decisions regarding the following:

a. Election of new members or officers,

b. Conferral of honorary memberships,

c. Proposals to raise or lower membership dues,

d. Dissolution of the Board,

e. Ratification of amendments to these Bylaws, and

f. Dissolution of any standing committee.

Section 4: Items which do not require a quorum in order to conduct Board business are as follows:

a. Approval of minutes,

b. Election or appointment of any committees,

c. Dissolution of any committees that are not standing committees, and

d. Approvals or disapprovals of special events such as fundraisers or alumni reunions, or any other item not included in Article XIV, Section 3 of these Bylaws.
Drafted: March 2012
Edited: March 10-12, 2012 Arthur Halbrook
Edited: March 29, 2012 CHSE Advisory Board
Edited: November 12, 2012 CHSE Peabody Society
Appendix E: School Policies and Academic Program Handbooks

School Policies
Schools are encouraged to develop and make available policies for students and faculty.

- School of Education
- School of Human Resource Education and Workforce Development
- School of Kinesiology
- School of Library and Information Science
- School of Social Work
- University Laboratory School

Program Handbooks
Schools are encouraged to develop and make available academic program handbooks for students and faculty.

- School of Education
  - Elementary & Special Education Student Teaching Handbook
  - Holmes Elementary Handbook
  - Holmes Secondary Internship Handbook
  - Secondary & K-12 Student Teaching Handbook

- School of Human Resource Education and Workforce Development
- School of Kinesiology
- School of Library and Information Science
- School of Social Work
- University Laboratory School
Appendix F. College of HS&E Promotion and Tenure Guidelines

College of Human Sciences and Education
Louisiana State University and A&M College

Tenure and Promotion Guidelines

OVERVIEW

Louisiana State University and A&M College, hereafter referred to as LSU, has published a number of Policy Statements, (including Policy Statements concerning the general criteria for appointments, reappointments, promotions, tenure, annual reviews, and enhancement of job performance for tenure-track and tenured faculty (PS-36-T: http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/9810721F6C7A3F19862575C90076C063/$File/PS36-T+FINAL+2009.pdf) as well as the general criteria for initial appointments, reappointments, annual reviews, and promotions for faculty other than tenure-track and tenured (PS-36-NT: http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/4E1807CA341C8007862575C900776A4F/$File/PS36-NT+FINAL+2009.pdf). The purpose of this document is to provide the perspective of the College of Human Sciences and Education (CHSE) regarding minimum criteria for tenure and promotion. Accordingly, this document does not reiterate all of the information contained in the aforementioned materials, but it does clarify minimum performance expectations within the College for tenured, tenure-track, and non-tenure-track faculty positions. As such, this document is intended to enhance internal communication within the College concerning performance expectations as well as clarify the College’s tenure and promotion standards within the context of the larger University. School Directors and faculty mentors are encouraged to use this document to guide junior faculty as they strive to meet standards for promotion and tenure when applicable. For individuals working toward mandatory promotion and tenure reviews, the document can be used in the annual review process and at the third year review to evaluate progress toward meeting and exceeding the minimum performance expectations. Additionally, the document can provide a structure to provide clear feedback throughout the mentoring process.

This document was developed by an ad hoc CHSE Promotion and Tenure Guidelines Committee that was formed in the spring semester of 2014 by pairing the five Directors of each college-degree-granting school within the College with five senior faculty representatives from each of these five Schools. Throughout the course of the spring semester, this committee met bi-monthly to develop a document that would enhance clarity regarding tenure and promotion criteria across the College. As discussions proceeded on how best to describe such expectations, it was decided that the college-level document would delineate minimum expectations for tenure and promotion across the College, and that each of the five schools would then develop their own school-level document to further clarify tenure and promotion criteria within the respective school. Such school-level documents could delineate minimum expectations for the school that exceed the College-level expectations, but these
expectations must, at minimum, be equal to the *minimum* expectations outlined within the CHSE Tenure and Promotion Guidelines. These documents would require the support of the CHSE Dean for final approval.

After much deliberation the ad hoc CHSE Promotion and Tenure Guidelines Committee ultimately settled on defining *minimum* performance expectations across the College. In so doing, the Committee was challenged to define the *minimum* quantity of very high quality outputs that a candidate would need to likely experience success when applying for tenure and/or promotion within the College. As such, it is important to emphasize that a candidate who merely achieves the *minimum* standards outlined in this document in terms of quantity might still not meet the overall threshold for a successful tenure and/or promotion attempt unless the evaluation committee determines that every output of that candidate was of very high quality. Accordingly, tenure and/or promotion candidates are strongly advised to set personal achievement goals beyond the *minimum* standards outlined in this document in case all outputs are not judged to be of the highest quality in one’s discipline.

Furthermore, it is important to note that these standards are not aspirational goals we hope to reach in the future. Instead, they reflect the current standards that are presently in use when evaluating tenure and/or promotion candidates at the College level. Therefore, this document reflects *minimum* standards as defined at the time of its development, and the document should be routinely considered for modification in order to best reflect actual performance standards.

**MINIMUM CRITERIA FOR TENURE AND/OR PROMOTION**

In accordance with PS-36-T and PS-36-NT, the evaluation of CHSE faculty can include evaluations of scholarship, teaching, and service. The table below outlines minimum expectations for tenure-track faculty as well as non-tenure-track faculty designated within the “Professor of Practice” and “Professor of Research” designations. It is important to note that these minimum expectations were developed with the following typical workload designations in mind:

- Assistant Professor: 50% Scholarship / 40% Teaching / 10% Service
- Associate/Full Professor: 40% Scholarship / 40% Teaching / 20% Service
- Professor of Practice: 0% Scholarship / 80% Teaching / 20% Service
- Professor of Research: 80% Scholarship / 0% Teaching / 20% Service

The minimum required points for each subsection are simply double (i.e., a 2.0 multiplier) the workload percentages for each area of evaluation (e.g., a faculty member with a 20% service expectation would need a *minimum* of 40 points in the category of service) with only one exception: the *minimum* scholarship expectations for Associate Professors requesting promotion to Full Professor are calculated with a 2.5 multiplier to capture the higher expectation of scholarship maturity and efficiency for a Full Professor (i.e., an Associate Professor with a typical 40% scholarship workload must achieve a *minimum* of 100 points in the Scholarship sub-section to qualify for promotion to Full Professor). A *minimum* point system was drafted to account for any differences that might occur via the College’s flexible workload policy. Required
minimum point values can be adjusted when assignments deviate from the workload designations identified (e.g., when an individual uses grant funding to replace instructional duties with research duties).

<p>| College of Human Sciences and Education Promotion and Tenure MINIMUM EXPECTATIONS |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|
|                                   | Point value | Tenure Track | Prof Practice | Prof Research | Notes                          |
| RESEARCH                          |             | Assoc-Assoc  | Assoc-Assoc   | Assoc-Assoc   | Assoc-Assoc                               |
| MINIMUM REQUIRED POINTS          | 100         | 100          | 0             | 0             | 160             | 160 |
| Tier One Journal Articles        |             |              |               |               |                                             |
| 1st author                       | 10          | Y            | Y             |               | Y               | Y               |
| 2nd author                       | 8           | Y            | Y             |               | Y               | Y               |
| contributing author              | 3           | Y            | Y             |               | Y               | Y               |
| Tier Two Journal Articles        |             |              |               |               |                                             |
| 1st author                       | 5           | Y            | Y             |               | Y               | Y               |
| 2nd author                       | 4           | Y            | Y             |               | Y               | Y               |
| contributing author              | 1.5         | Y            | Y             |               | Y               | Y               |
| Book Chapters (Academic Book)    |             |              |               |               |                                             |
| 1st author                       | 10          | Y            | Y             |               | Y               | Y               |
| Notes: must have at least 1 top tier journal and 1 sole author or two first author; focused line of research |</p>
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<td>not including summer or intersession; tenure track faculty must teach at least one graduate course</td>
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<td>For promotion to full professor, candidate must chair at least one doctoral completer if a doctoral program is available in the school</td>
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**MODIFICATION OF THIS DOCUMENT**

As noted previously, this document reflects minimum standards as defined at the time of its development via an ad hoc CHSE Promotion and Tenure Guidelines Committee. This committee included the following voting members:

- School of Education Director
- School of Education Senior Faculty Representative
- School of Human Resource Education & Workforce Development Director
- School of Human Resource Education & Workforce Development Senior Faculty Representative
- School of Kinesiology Director
- School of Kinesiology Senior Faculty Representative
- School of Library & Information Science Director
- School of Library & Information Science Senior Faculty Representative
- School of Social Work Director
- School of Social Work Senior Faculty Representative

The CHSE Dean served as the non-voting chair of the committee and was responsible for facilitating regular committee meetings. It is anticipated that this document will require regular review and modification. Such a review could be prompted by the CHSE Dean, a majority vote of the CHSE Advisory Committee on Promotion, Tenure, and Retention, or a majority vote of the school Directors. In such instances, the CHSE Dean shall establish and seat a new ad hoc CHSE Promotion and Tenure Guidelines Committee to review and potentially modify the College’s tenure and promotion guidelines.