SOUTHERN UNIVERSITY
AND AGRICULTURAL & MECHANICAL COLLEGE

Faculty Handbook

Fall 2025

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CHAPTER I

Introduction

Mission of Southern University and A&M College

To provide a student-focused teaching and learning environment that creates global leadership opportunities for a diverse student population where teaching, research, service, scholarly and creative expectations for students and faculty are achieved through the bachelor's, master's, and doctoral programs offered at the institution via different instructional modalities and via public service.

1.1 Brief Historical Sketch of Southern University and A&M College

The history of Southern University and A&M College extends over a period of more than one hundred years. The institution was chartered in January 1880 by the General Assembly of the State of Louisiana in accordance with a bill sponsored in 1879 by Pickney B.S. Pinchback, T.T. Allain, and Henry Demas.

The University opened its doors to twelve students on March 7, 1881, in New Orleans, Louisiana, where it remained until 1912 when it was closed by Act 118 of the Louisiana Legislature. Act 118 also authorized the reorganization of the University, and it reopened in Scotlandville, Louisiana, on March 9, 1914, under the presidency of Dr. J.S. Clark. The Scotlandville location is the present site of the Baton Rouge Campus.

The years that followed have brought growth for the University in the quality and scope of its programs, as well as in enrollment. The University was recognized as a land-grant college in 1892. In 1940 the College of Arts and Sciences was departmentalized. Subsequently, the Law School (1948), the Graduate School (1958), the New Orleans Campus (1956), and the Shreveport Bossier City Campus (1964) were established. In 1975 the Legislature created the Board of Supervisors for the Southern University System. The Southern University Agricultural Research and Extension Center was established in 2001.

Dr. J. S. Clark was succeeded as president in 1938 by his son Dr. Felton G. Clark, who served as president until his retirement in 1968. Dr. F. G. Clark was succeeded by Dr. G. Leon Netterville, who was succeeded after his retirement in 1974 by Dr. Jesse N. Stone, Jr. Dr. Joffre T. Whisenton in 1985. Dr. Joffre T. Whisenton was succeeded by Dr. Dolores R. Spikes in 1988. On January 1, 1997, Dr. Leon Tarver II was appointed system president. He was succeeded by Dr. Ralph Slaughter (2006). He was succeeded by Attorney Ronald Mason (2010). Dr. Ray Belton was selected as President/Chancellor in 2015.

Dr. Roosevelt Steptoe served as the first Chancellor of Southern University at Baton Rouge from 1977 to 1982. He was succeeded by Dr. James J. Prestage in 1982. Dr. Wesley Cornelious McClure

was selected to serve as the third Chancellor of Southern University at Baton in 1985. Other Chancellors of the Baton Rouge campus have been Dr. Dolores R. Spikes, (interim 1988-1991); Dr. Marvin Yates (1991-1998); Dr. Edward R. Jackson (1998-2007); Dr. Kofi Lomotey (2008-2010); and Dr. James Llorens (2011-2015). In 2015 the responsibilities for system president and campus Chancellor were combined to reflect the position of President-Chancellor. Dr. Ray Belton was selected as the President of the Southern University System and Chancellor for the Baton Rouge Campus. He was succeeded by Attorney Dennis J. Shields in 2022. In 2024, the President-Chancellor role was separated. Attorney Dennis J. Shields remained the President of the Southern University System. Attorney John. K. Pierre became the Chancellor of Southern University and A&M College in 2024.

1.2 Statement on Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship, and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

1.3 Accreditation

Southern University and A&M College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate. Southern University and A&M College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Southern University and A&M College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

CHAPTER II

The Administration of the University

2.1 Governing Boards

2.1.A The Louisiana Board of Regents (https://www.laregents.edu/)

The Board of Regents, a state agency created by the 1974 Louisiana Constitution, coordinates all public higher education in Louisiana. The Board began operations on January 1, 1975, succeeding the Coordinating Council for Higher Education per Article VIII, Section 5; Article VII, Section 10.1. Regents is the coordinating board for higher education while the system boards handle the day-to-day management of campuses. Through EDUCATION, INNOVATION, and COLLABORATION, Regents oversees the Master Plan, including Funding Formula, Merger and Transfer of Institutions, Capital Outlay, Approval and Elimination of Programs & Departments, and Regents Support Fund Allocations. The mission of the Louisiana Board of Regents is to serve as the State's leading force for talent development through quality, affordable postsecondary education for all. https://www.laregents.edu/regents/

2.1.B The Southern University System Board of Supervisors (http://www.sus.edu)

The Board of Supervisors for the Southern University System was created by the Louisiana State Constitution of 1974, with its first official meeting being held in May 1975 on the Southern University campus in Baton Rouge, Louisiana. The Board of Supervisors of the Southern University System is composed of sixteen members appointed by the Governor with the consent of the State Senate. The sixteen-member Board consists of two members from each of the State's Congressional Districts, one member from the State at large and one student member. The members of the Board of Supervisors serve overlapping terms of six years, with the exception of the student member, whose term is for one year.

The Board is vested with the responsibility via the Constitution and Louisiana State Revised Statutes for the management and supervision of the institutions of higher education, statewide agricultural programs, and other programs which comprise the Southern University System. The powers of the Board are subject only to those which are granted by the State Constitution to the Louisiana State Board of Regents.

2.2 The Administrative Organization of the University

The organizational chart in (Appendix A) shows the administrative organization of the Baton Rouge Campus and the Division of Academic Affairs. In addition to these organizational charts,

most units of the University have internal organizational charts which are available to concerned persons.

2.3 The Chief Administrative and Academic Officer

The Chief Administrative Officer of university governance is the Chancellor. The Chief Academic Officer is the Vice Chancellor for Academic Affairs. The Deans serve as chief academic officers over their respective colleges and schools. Generally, matters pertaining to individual faculty members are to be resolved within the departments through each departmental council under the leadership of the Department Chairperson, and in consultation with the Dean, if needed.

2.4 Duties and Responsibilities of Administrative, Academic and Instructional Officers of the Campus

2.4.A Chancellor

The Chancellor is responsible for all campus operations, including academic, nonacademic, fiscal, research, enrollment, student success, and related programs including intercollegiate athletics, and reports to the President of the Southern University System. The Law Center and the Agricultural Research and Extension Center, although located physically on the Baton Rouge landmass, have their own Chancellors. They are not the responsibility of the Chancellor of the Southern University - Baton Rouge Campus.

2.4.B Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs reports to the Chancellor and serves as the Chief Academic Officer, overseeing the institution's academic units and programs, faculty development, and student success initiatives. This role ensures the implementation of policies that enhance teaching, research, service, and mentoring, aligning with the university's mission and strategic goals. The Vice Chancellor for Academic Affairs provides leadership in curriculum development, programmatic accreditation, faculty recruitment and retention, and fosters collaborations that support innovation, academic excellence, and student success.

2.4.C Vice Chancellor for Enrollment Management

The Vice Chancellor for Enrollment Management reports to the Chancellor and is responsible for supervising, planning, managing, administering, and budgeting activities for the enrollment management functions of the university. This officer is responsible for achieving the enrollment management goals of the university through the administration of the following functional areas: admissions, recruiting, financial aid, and Pre-College programs, such as the TRIO Programs (Upward Bound, Talent Search and Student Support Services) and Dual Enrollment.

2.4.D Vice Chancellor for Finance and Administration (Senior Administrative Operations Officer)

The Vice Chancellor for Finance and Administration reports to the Chancellor and is the principal financial and business officer for the campus. This officer reports to the Chancellor and supervises the operation of a number of auxiliary activities including the bookstore, central stores, police, F. G. Clark Activity Center, purchasing department, post office, duplicating services, facilities planning, and vending and concessions. Responsibilities also include the distribution of state policies relative to purchases, travel, and budget; (2) giving assistance in the formulation of broad fiscal policies of the institution; and (3) developing operating procedures and coordinating business operations for the campus.

2.4.E Vice Chancellor for Research and Strategic Initiatives

The Vice Chancellor for Research and Strategic Initiatives (RSI) reports to the Chancellor and is the chief research officer of the university. The Office of RSI is composed of the following divisions: Research Administration, Strategic Engagement, and Sponsored Programs. This officer is responsible for recommending research policy and procedures; providing administrative management and supervision in planning, implementing and coordinating all aspects of research, research development programs, and strategic initiatives at the university; and assists university personnel and students in identifying funding opportunities for sponsored and elective research and creative works.

2.4.F Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs reports to the Chancellor and is responsible for providing leadership in the conduct of all non-academic matters relating to students: housing, food service, student organizations, Lyceum programs, and other student activities. Other responsibilities include supervision of the Smith-Brown Memorial Student Union and the Student Health and Counseling Centers.

2.4.G Director of Athletics

The Director of Athletics reports directly to the Chancellor and is responsible for planning, supervising, and coordinating the intercollegiate athletic programs of the University. The Director of Athletics ensures compliance with current rules and regulations of the NCAA and relevant Conference.

2.4.H Academic Deans

Academic Deans serve as the chief academic officers over colleges. Deans are appointed by the Chancellor upon recommendation by the Vice Chancellor for

Academic Affairs. Each is responsible to the Vice Chancellor for Academic Affairs for leading, managing, and supervising programs and activities in the college through school directors, department chairs, program leaders, and faculty; and for coordinating the work in the college with other academic divisions and university service units. The Dean of the college provides effective and visionary leadership; manages the delivery, assessment, and promotion of educational programs within an academic college; and is fully responsible for oversight of a college's academic and administrative programs, student success, allocation of resources, and operational efficiency. Deans are expected to possess educational vision, exercise sound judgment, and administer their programs in accordance with University policies. Academic Deans report to the Vice Chancellor for Academic Affairs.

Administrative Roles and Responsibilities

The College/School Dean/Director has the following roles and responsibilities for the college/school:

a. Assists with the preparation of schedules for course offerings;
b. Ensures that the registration of students is in accordance with the University's registration plan;
c. Approves students' requests for program changes;
d. Assists with the preparation of budgetary recommendations;
e. Approves catalog materials;
f. Secures and submits professional personnel data and teaching loads for each instructor;
g. Certifies that students have met requirements for the degree, (orders for both undergraduate and graduate diplomas will be processed through the registrar's office);
h. Assists the registrar in securing final grades from all faculty and instructors (all official transcripts are to be housed by the registrar);
i. Ensures that all faculty and instructors distribute to each student a course syllabi in accordance with the university's syllabi template, including but not limited to describing the objectives, nature, assessment and requirements of the course, announce and maintain conference hours for student conferences, meet all classes as scheduled, begin classes on time, provide a full period of organized instruction, dismiss classes ten minutes before the hour, and keep an accurate record of class attendance;
j. Ensures adherence to class attendance regulations;
k. Acts on travel requests;
l. 12 Acts on purchase requisitions; and
m. 13. Encourages research initiatives by faculty and students.

Student Personnel Relations

The College/School Dean/Director has the following roles and responsibilities for the college/school:

a. Approves applications for admission to college or school concerned, if applicable;
b. Monitors the evaluation of transcripts for transfer students;
c. Ensures the administration and supervision of a student advisement program by
    1. Keeping up with student progress,
    2. Advising students in the selection of courses, and
    3. Advising students who have academic difficulties;
d. Promotes job placement of graduates; and
e. Ensures the implementation of an alumni assessment and engagement program.

Teaching Personnel

The College/School Dean/Director has the following roles and responsibilities for the college/school:

a. Prepares recommendations for faculty appointments, retention, promotions, tenure, and salaries;
b. Assists in determining the class loads and other responsibilities of faculty/instructors; and
c. Promotes faculty participation in the determination of departmental policies and practices in
    1. Course content,
    2. Instructional procedures,
    3. Budget, and
    4. Other areas of obvious pertinence.

Programs

The College/School Dean/Director has the following roles and responsibilities for the college/school:

a. Assists in evaluating proposals for program changes;
b. Ensures periodic examinations of course objectives in terms of the general objectives of Southern University programs;
c. Studies and examines proposals for changing and revising course offerings;
d. Supervises the program of instruction in all departments;
e. Monitors the development of syllabi and other instructional materials for all course offerings;
f. Approves plans for evaluation of teaching practices;
g. Schedules periodic college/school meetings; and
h. Promotes the securing and maintenance of research grants and funds for sponsored initiatives.

Other

The College/School Dean/Director has the following roles and responsibilities for the college/school:

a. Ascertains physical needs, equipment, and supplies needed for instruction;
b. Reviews periodically library requirements and standards for all areas of the instructional program;
c. Serves as an appeal station for students with academic problems;
d. Promotes a climate that stresses teaching, learning and investigation through research and other initiatives**;**
e. Provides leadership for Department Chairpersons; and
f. Other duties and responsibilities as assigned by the Vice Chancellor for Academic Affairs and/or Chancellor.

Qualifications

Required qualifications include:

a. An earned doctorate degree in one of the programs of the school/college.
b. Tenured professor with at least associate professor rank.
c. A strong record of scholarly achievement.
d. A demonstrated commitment to excellence in teaching, research, and service;
e. Experience in program and curriculum development preferably academic related administrative experience in higher education such as an academic Department Chairperson, program director, etc.
f. A demonstrated record in grantsmanship.
g. Possesses effective interpersonal, organizational and communication skills.

2.4.I Associate Deans and Directors in Academic Colleges

Associate Deans and School Directors are appointed by the Vice Chancellor for Academic Affairs in consultation with the Dean. Associate Deans and School Directors report to the Dean. When directed, they work closely with Department Chairs and the Dean to implement policies, solutions, standards, and processes for continuous improvement. Associate Deans and School Directors assist with coordination and supervision of college programs and personnel; provide support in the administration of materials related to the academic development of the college; and assist the Dean in providing oversight and support for curriculum development, assessment of learning outcomes, program accreditation, developing and implementing research priorities and initiatives within the College, managing student affairs (including recruitment, retention, progression monitoring, and career/workforce readiness), academic program review, and other administrative tasks as assigned by the Dean. Associate Deans and School Directors serve in an administrative capacity in coordination with the Dean and may have faculty teaching responsibilities as deemed necessary by the Dean.

The Associate Dean reports to the Dean and has the following major areas of duties and responsibilities:

Leadership

a. Ensures the integrity, excellence and ongoing development of all academic programs offered by the school/college;
b. Ensures the integration/coordination of academic programs and initiatives;
c. Coordinates the procedures for periodic review of all academic programs and centers in the school/college as deemed appropriate;
d. Coordinates accreditation maintenance and compliance activities of the school/college, especially the Southern Association of Colleges and Schools (SACS- CoC) and professional accreditation;
e. If the school/college has graduate program(s), the Associate Dean assumes responsibility for graduate instruction in the school/college, acting as liaison to the Graduate School; and
f. Represents the college at various university events, campus administrative meetings and other functions that the Dean is unable to attend.

Strategic Planning

a. In consultation with the Dean and Department Chairpersons provides leadership in the development and implementation of strategic planning and benchmarking initiatives;
b. Works collaboratively with department Chairpersons of school/college to connect strategic planning, budgeting, and measurable institutional objectives;
c. Assures that departments within the school/college develop departmental strategic plans;
d. Works with Chairpersons to articulate program mission, goals, and departmental strategic plans; and
e. Represents the school/college in the university strategic planning process.

Budget Oversight

a. Assists the Dean and the Chairpersons in the preparation, justification, and allocation of
b. Departmental budgets; and
c. In coordination with the dean and department Chairpersons, provide strategic financial planning in context of the mission of the school/college.

Curriculum Planning, Implementation, and Evaluation

a. Coordinates evaluation of current program curricula of the school/college to ensure the continuous improvement of courses, majors, and programs;
b. In collaboration with Department Chairpersons, integrates the curricula and operations of each department with that of the school/college as a whole;
c. Assures curriculum of school/college is consistent with university's long-range plan and institutional initiatives and the requirements of accrediting agencies;

d. Assures the school/college programs are in compliance with all standards of regional and professional accrediting agencies;
e. Represent the school/college in curricular delivery, funding, and new course development related issues; and
f. Plan, organize, and integrate activities to further academic mission of the school/college.

Assurance of Learning

a. Provides overall leadership and coordination of all assurance of learning activities within the school/college.
b. Assures student learning outcomes are achieved and measurable in both qualitative and quantitative forms.
c. Oversees ongoing departmental assessment process, including submission of all required reports.
d. Works with Chairpersons to assure course syllabi clearly articulate student learning and professional development outcomes.

External Funding

a. Coordinates federal, state, and private sector funding opportunities;
b. Coordinates the School/College relationship with its external stakeholders to secure support funds, internship, and placement opportunities for the school/college's students; and
c. Assists department Chairpersons and individual faculty in the process of grant proposal development and implementation of funded grants.

External Relations and International Programs

a. Coordinates the school/college external relations with its constituencies and external stakeholders to secure support funds, internship, and placement opportunities for the school/college's students;
b. Facilitates development and implementation of policies and procedures for study abroad and exchange programs;
c. Directs international programs, study abroad and exchange programs including planning, development, and oversight of budgets;
d. Coordinates and facilitates faculty and student "study abroad" programs; and
e. Represents the school/college in the community and other off-campus activities and events.

Scheduling and Course Management

a. Responsible for an integrated schedule of the school/college course offerings and faculty assignments;
b. Coordinates with Department Chairpersons to plan and determine the necessary course allocations for the school/college course offerings;
c. Assures the school/college course schedules and faculty assignments are reviewed and turned to the appropriate university unit in a timely fashion;

d. In concert with department Chairpersons, review and approve program and scheduling content;
e. Works with Chairpersons in a substantial revision of active courses. Determine that pre-requisites are accurate, remove discontinued courses, and edit descriptions of inactive that have not been offered in two years; and
f. Assures all departments have developed a clear and updated program description for the university catalogue.

Faculty Hiring and Management

a. Coordinates with dean and analyze all attrition data and develop strategies to retain staff and faculty.
b. Collaborate with Department Chairpersons in planning for faculty full-time hiring needs within the school/college and making full-time hiring requests to Dean.
c. Coordinates with dean and analyze all attrition data and develop strategies to retain staff and faculty.
d. Collaborate with Dean and Department Chairpersons and coordinate the search, interview, and selection of new faculty members.
e. Assists Department Chairpersons in administering training, orientation, and mentoring programs for new hires.
f. Assists department Chairpersons in their effort to implement state and federal reporting requirements by enhancing recruitment, retention, graduation, and placement of the School/College students.

Administrative Responsibilities

a. Coordinates with dean and analyze all attrition data and develop strategies to retain staff and faculty.
b. Coordinates the process to implement or revise curricula and plans appropriate course schedules for each campus
c. Collaborate with dean and department Chairpersons and coordinate the search, interview, and selection of new faculty members;
d. Associate Dean would coordinate college-wide Tenure, Promotion and Retention committee for the College;
e. Assists Department Chairpersons in administering training, orientation, and mentoring programs for new hires;
f. Assists department Chairpersons in their effort to implement state and federal reporting requirements by enhancing recruitment, retention, graduation, and placement of the School/College students;
g. Works closely with the Chairpersons to encourage the development of new instructional strategies;
h. Represents the School/College in the community and off-campus recruitment functions;
i. Serves on a variety of College and Campus committees;
j. Represents the School/College at events and activities when the dean is unavailable;

k. Provides leadership for the development and implementation of the school/college policies, procedures, and guidelines; reviews process for program quality and completion; and
l. Performs additional responsibilities as assigned by the dean of the School/College.

Other

a. Other duties and responsibilities as assigned by the Vice Chancellor for Academic Affairs and/or Chancellor.

Qualifications

Required qualifications include:

h. An earned doctorate degree in one of the programs of the school/college.
i. Tenured professor with at least associate professor rank.
j. A strong record of scholarly achievement.
k. A demonstrated commitment to excellence in teaching, research, and service;
l. Experience in program and curriculum development preferably academic related administrative experience in higher education such as an academic Department Chairperson, program director, etc.
m. A demonstrated record in grantsmanship.
n. Possesses effective interpersonal, organizational and communication skills.

Selection and Appointment

a. Associate Deans are selected from within or recruited externally by a committee of which a majority minus one of its members are appointed by the Faculty Senate.
b. The selection of the committee chairperson will be conducted based on the guidelines of the Faculty Handbook.
c. The Chancellor appoints the Associate Dean after receiving recommendations, with overall ratings, from the Vice Chancellor for Academic Affairs.

Term of Appointment

a. The Associate Dean will be appointed as a 12-month employee.
b. It is recommended that the Associate Dean's appointment will be for a period of 3 years; however, the term may end at the discretion of the Vice Chancellor for Academic Affairs and the Chancellor with documented evidence for cause.

2.4.J Department Chairpersons

Department Chairs are full-time in a 12-month faculty appointment with administrative responsibilities that are recommended by the Dean, in consultation with the departmental faculty, and approved by the Vice Chancellor for Academic Affairs. The Department Chairperson is responsible for the academic, administrative, and fiscal

affairs of the department under the supervision of the College Dean/School Director. Chairs report to the Dean for the efficient planning and management of the instructional and research programs under their supervision. The teaching load is one course per semester. The summer will be devoted to administrative duties and responsibilities only.

As the leader of the department, the Chairperson will perform the following duties and responsibilities:

Leadership

1. Is in charge of planning the departmental teaching, research, and other functions in collaboration with the Program Leader;
2. Coordinates and involves faculty and Program Leader(s) in the development and implementation of the department's strategic plan, periodic program reviews, assessment activities, and accreditation reviews based on the College's and the University's policies;
3. In collaboration with Program Leader and faculty, develops the department's special niche, strategic initiatives, and choices to raise the program(s) to the next level of excellence;
4. Coordinate student recruitment, advisement, mentoring, retention, professional development, internships, and graduation and career placements for the Department;
5. Encourages professional growth and maintains morale; and
6. Provides overall leadership for the department's faculty, staff, and students.

External Resources

1. In collaboration with the college Dean, Associate Dean, Program Leader(s)and faculty, develop strategies to generate external resources from the department's stakeholders, alumni, and other benefactors; and
2. Encourages and provides necessary information to faculty to engage in developing grant proposals to state and federal funding agencies.

Teaching

1. Keeps abreast of the goals, contents, and instructional effectiveness for each program offered in the department;
2. In collaboration with Program Leader(s), develop strategies for the improvement of instruction, for program development, and for maintaining academic excellence in the department;
3. In collaboration with Program Leader(s), Oversees the assessment of learning outcomes and accreditation maintenance efforts for the department's program(s);
4. In collaboration with Program Leader(s), conducts annual review and evaluation of departmental faculty, including review of faculty annual plan reports, workload, and performance;
5. Promotes the general welfare of faculty members in the degree program;

6. Appoints the Retention Tenure and Promotion committee from members of the related program faculty;
7. Ensures that all faculty understand their teaching responsibilities as detailed in the Faculty Handbook;
8. Ensures that the department's faculty are aware of university policies that relate to teaching (such as policies and procedures on sexual harassment, privacy protection, ADA policies, grade disputes and grievances procedures);
9. Encourages faculty to share resources related to teaching strategies, successes, and resources;
10. In collaboration with Program Leader(s), conducts annual review and evaluation of departmental faculty, including review of faculty annual plan reports, workload, and performance;
11. Ensures that all junior faculty benefit from having a mentor in the department;
12. In consultation with Program Leader(s), evaluates full-time departmental faculty for tenure and promotion; and
13. Promotes the general welfare of faculty members in the department.

Curriculum Planning, Implementation and Evaluation

1. In coordination with the Program Leader(s), coordinates curriculum planning as well as periodic departmental reviews and SACS accreditation matters;
2. Based on the recommendation of the Program Leader(s), coordinates Departmental teaching assignments in accordance with the university policy and other faculty assignments as required for the orderly functioning of the department;
3. In collaboration with Program Leader(s), maintains the currency of the department's curriculum through continuous improvements of form, content, and structure;
4. Prepares and submits reports in accordance with University procedures;
5. Assumes responsibility for the custody and authorized use of university property assigned to the program;
6. Based on the recommendation of the Program Leader(s), reports to the Dean failure of staff or academic appointees to carry out their responsibilities and, if appropriate, recommends disciplinary action in accordance with the University policy.

Research

1. In collaboration with the Program Leader(s), coordinates the department's research activities by promoting and maintaining a climate conducive to learning, hospitable to creativity, and open to innovation;
2. Motivates and helps faculty, in particular junior faculty, by clarifying the requirements for scholarly activities and what the research expectations are in their discipline;
3. Encourages faculty to participate in sponsored projects and funding opportunities as a means for conducting research; and

4. Makes the department's faculty aware of the valuable resources in the college and on campus to facilitate research.

Administrative Responsibilities

1. In consultation with and upon recommendation from Program Leader(s) coordinate recruitment, selection, and retention of all new faculty for the department;
2. Supervises and coordinates the activities of all departmental Program Leader(s);
3. In collaboration and recommendation from the Program Leader(s), coordinate the hiring, assigning, supervising, counseling, evaluating of adjunct departmental faculty;
4. Is receptive to questions, complaints, and suggestions from the department's faculty, staff, and students and should take necessary action and/or report further to the Associate Dean and Dean as appropriate;
5. Co-ordinates efforts of Program Leader(s) in the building/rebuilding of programs;
6. In consultation with Program Leader(s) reports failure of staff or academic appointees to fulfill their responsibilities and, if appropriate, recommend disciplinary action in accordance with university policy;
7. In collaboration and upon recommendations from the Program Leader(s), prepares annual budgets and coordinate the financial affairs of the department, to ensure that monies are spent in accordance with department and program(s) priorities and with university regulations and procedures;
8. Upon recommendation from the Program Leader(s) assigns and monitors maintenance of workspace, office, and facilities;
9. Assumes responsibility for the custody and authorized use of university property assigned to the department and, in consultation and with the Program Leader(s), is responsible for assigning department office, laboratory or conference space and facilities in accordance with university policy and campus rules and regulations;
10. Reports promptly the resignation, death or serious illness of a faculty or staff member to the Dean;
11. Holds regular departmental meetings throughout the semester and involves faculty in decision-making and assign faculty to college committees;
12. Reviews and makes recommendations regarding complaints and grievances of faculty and students;
13. Maintains department records, prepares and submits reports in accordance with university procedures;
14 Provides orientation and professional development opportunities for faculty and staff; and
15 Performs other administrative duties, and assignments that may be assigned.

Other

1. Other duties and responsibilities as assigned by the Vice Chancellor for Academic

Affairs and/or Chancellor.

Qualifications

The successful applicant for a Department Chairperson will have the following minimum qualifications:

a. Possess a terminal degree in one of the disciplines within the department (as outlined by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) or fulfill degree specific accreditation requirements.
b. Hold the rank of no lower than Associate Professor and have tenure. Otherwise, refer to Faculty Handbook policy.
c. Show evidence of prior management experience (decision-making, problem-solving, planning and organization).
d. Have excellent written and verbal communication skills.
e. Have the ability to collaborate effectively with faculty, administrators, and other academic units.
f. Show evidence of scholarly activities.

Selection and Term of Appointment

a. Chairpersons are selected by the Dean in close collaboration with the faculty of the discipline(s). See Section "4.3.D Appointment of an Academic Department Chairperson" for a detailed description.
b. Department Chairpersons will normally be appointed to three-year terms, although the appointment may be for shorter period in special circumstances.
c. The Chairperson may be reappointed for successive terms.
d. The Chairperson will be appointed for a 12-month faculty position
e. The teaching load is dependent upon the needs of the department within a given semester.
f. The Department Chairperson is automatically the Program Leader for the
g. program in which he/she is housed.

2.4.K Program Leaders

Program Leaders are responsible for overseeing the curricular content aspects of programs, programmatic accreditations, and are qualified in the discipline appropriate to the curricular content (and degree level) of the program, per SACSCOC regulations, and report to the Department Chairperson or Director. These are faculty members who have curricular responsibilities, program management, and administrative duties. For interdisciplinary programs, program coordination is related to curriculum development and review by representative faculty with appropriate expertise. Program Leaders receive one course release per semester, including the summer if the Program Leader is engaged for summer employment.

Leadership

a. Takes charge of planning his/her degree program in teaching, research and other
    i. functions;
b. Leads and involves degree program faculty in the development and implementation of the program's strategic plan, periodic program reviews, assessment activities, and degree specific/specialized accreditation reviews based on the accreditation agency guidelines and the College and the University policies;
c. In collaboration with program faculty, develops the degree program's special niche, strategic initiatives, and choices to raise the program to the next level of excellence; and
d. Assumes leadership responsibility for student recruitment, advisement, mentoring, retention, professional development, and graduation and career placements of the degree program.

External Resources

a. In collaboration with the program faculty develops strategies to generate external resources from the program's stakeholders, alumni, and other benefactors; and
b. Encourages and provides necessary information to the degree program's faculty to engage in developing grant proposals to state and federal funding agencies.

Teaching

a. Keeps abreast of the goals, contents, and instructional effectiveness for each course offered in the degree program;
b. In collaboration with Department Chairperson, develops strategies for the improvement of Instruction, for program development, and for maintaining academic excellence in the academic degree program;
c. Oversees the assessment of learning outcomes and accreditation maintenance efforts for the academic degree program;
d. In collaboration with the Department Chairperson, provides input in the annual review and evaluation of degree program faculty members, including review of their annual reports, workload, and performance;
e. Promotes the general welfare of faculty members in the degree program.

Curriculum Planning, Implementation and Evaluation

a. Oversees curriculum planning as well as periodic program reviews and accreditation matters affecting the academic degree program;
b. In accordance with the approved curriculum, prepares course schedules including time and place of class meetings;
c. Prepares teaching assignments for faculty members of the degree program in accordance with the University policy and other faculty assignments as required for the orderly functioning of the program. Tenured and tenure-track faculty shall be assigned full loads prior to any additional hires of Adjuncts and Instructors; and
d. Maintains the currency of the program's curriculum through continuous

improvements of form, content, and structure.

e. Reports to the Department Chairperson failure of staff or academic appointees to fulfill their responsibilities and, if appropriate, recommends disciplinary action in accordance with the University policy.

Research

a. In collaboration with the Chairperson, leads and exercises general oversight of the program's research activities by promoting and maintaining a climate conducive to learning, hospitable to creativity, and open to innovation;
b. Encourages program faculty, particularly junior faculty, to participate in research and scholarly activities, and to seek sponsored funding for research, teaching, mentoring and service; and
c. Encourages faculty to participate in sponsored projects and funding opportunities as a means for conducting research.

Administrative Responsibilities

a. Recommends the hiring of new faculty and staff for the program;
b. In conjunction with the Department Chairperson, supervises and coordinates the activities of all program's faculty and staff;
c. Manages the assigning, supervising, counseling, in consultation with the Department Chairperson;
d. Is receptive to grievances, complaints, questions, and suggestions from the program's faculty, and staff, and takes necessary action and/or reports further to the Chairperson as appropriate;
e. Leads efforts to build/rebuild programs; and
f. Reports to the Department Chairperson regarding failure of staff or academic appointees to fulfill their responsibilities;
g. Provides input to the Department Chairperson data pertaining to annual budgets;
h. Provides input to the Department Chairperson data pertaining to the maintenance of workspace, office, and facilities; and
i. Performs other administrative duties, and assignments that may be delegated by the Department Chairperson.

Qualifications

The Program Leader will have the following minimum qualifications:

a. Possess a terminal degree in the academic program area (as outlined by SACSCOC) or fulfill degree specific accreditation requirements.
b. Hold the rank of no less than Associate Professor and have tenure. Otherwise, refer to Faculty Handbook policy.
c. Show evidence of prior management experience (decision-making, problem solving, planning & organization, academic degree accreditation).
d. Have excellent written and verbal communication skills.
e. Have the ability to collaborate effectively with faculty, administrators, and other academic units.

f. Show evidence of scholarly activities.

Selection and Term of Appointment

a. Program Leaders are selected from the degree program's tenured and tenure-track faculty from within. This selection is made by the Dean in close collaboration with the faculty in the program. This process follows a similar process as that of Chairperson appointments.

b. Program Leaders will normally be appointed to three-year terms, although the appointment may be for longer period of time in special circumstances.

c. The Program Leader may be reappointed for successive terms.

d. The program Leader will be appointed for a 9-months position with one course release.

Note: The Office of Human Resources maintains an updated and detailed description of the duties and responsibilities of these positions**.**

CHAPTER III

Councils, Committees, and Organizations

Many aspects of the University's operations are conducted by or with the advice of councils, committees, and other organizations. This following list describes historical and current councils, committees, and other organizations, together with their functions, terms of membership, and the appointing authorities, where appropriate. These councils, committees, and other organizations are activated when necessary. Participation on these bodies can serve as points of merit for retention, tenure, promotion, and other professional rewards.

Every faculty member should be given the opportunity to serve on councils and committees. Faculty participation shall be solicited by the Office of the Vice Chancellor for Academic Affairs during each fall semester or on an as needed basis. Each faculty member, including members of the Faculty Senate, should be limited to serving on no more than two (2) councils and committees concurrently, except in specific situations (i.e., the need for that faculty member's expertise.) The chairperson of most committees should be elected by the members of the council or committee to serve a maximum of two years but may be reelected for one more term.

The Vice Chancellor for Academic Affairs will request from the President of the Faculty Senate faculty members to represent the Faculty Senate on each council, committee, and organization. The number of faculty members requested shall constitute a majority minus one for specific committees related to academic issues.

3.1 Councils

3.1.A The Academic Council

The Deans and the Faculty Senate President, together with other academic and nonacademic officers of equivalent rank responsible to the Vice Chancellor for Academic Affairs, constitute the Academic Council. The Academic Council advises the chief academic officer in the administration of the academic affairs of the campus, including curriculum development, program scheduling, preparation of the academic calendar, coordination of programs of various colleges and schools, review of instructional programs and special university regulations for degrees. The Council meets at least once each semester at the call of the Vice Chancellor for Academic Affairs who serves as chairperson.

3.1.B The Graduate Council

The Graduate Council shall consist of ten members of the graduate faculty approved by the Chancellor on joint recommendations of the graduate Dean and the Vice Chancellor

for Academic Affairs of the campus for overlapping three-year terms. Nominations for membership on the Council shall be made by the academic Deans of colleges or schools offering graduate programs. There shall be an additional member from the professional library staff nominated by the Dean of libraries and appointed in the same manner as other members for a three-year term. The Dean of the graduate school shall serve as ex-officio member and secretary of the Graduate Council.

The Graduate Council shall serve as the policymaking body for the entire graduate program of the campus. It shall be concerned with policies governing academic standards, program development and review, faculty qualifications, and the consistency and integrity with which the entire graduate program is operated. Officers of the Graduate Council shall be the Chairperson, Vice-Chairperson, and Secretary. The Council shall elect its Chairperson and Vice-Chairperson who shall serve terms of two years. The Graduate Council shall meet at the call of the chairperson of the Council. The Council shall meet at least three times per academic year with written notice and agenda sent in adequate time to each member of the Council.

3.1.C The Teacher Education Council

The Teacher Education Council shall consist of representatives from all areas of the University which contribute to the teacher preparation program. It shall be the responsibility of the Chancellor, in consultation with the Vice Chancellor for Academic Affairs, to determine the number, term and manner of appointment of the membership. The Director of the college of education shall serve as ex-officio member and secretary of the Teacher Education Council.

Officers of the Council shall be the Chairperson, Vice-Chairperson, and Secretary. The Council shall elect its Chairperson and Vice-Chairperson who shall serve terms of two years. A consecutive two-year term shall not be served. The Teacher Education Council shall be familiar with standards of accrediting agencies and the applicable statutes of Louisiana. It is the Council's responsibility to formulate and propose University policy and procedures whereby there will be maintained a balance between professional preparation, general cultural attainment, and mastery of the subject content field in each curriculum in teacher education. All policies offered by the Council are subject to the approval of the University administration and Board of Supervisors.

The Council shall meet at least once per semester at the call of the chairperson. Minutes shall be kept of all meetings and transmitted to the Vice Chancellor for Academic Affairs of the campus.

3.1.D The Athletics Council

The Athletic Council recommends to the Chancellor policies relating to intercollegiate

athletics. More specifically, duties to be carried out by the Council shall include, but shall not be limited to, the following activities:

1. Determining the scope of the athletics program;
2. Assuring that student athletes are provided an adequate opportunity to successfully pursue their athletic programs, and receive adequate academic support;
3. Advising the Chancellor on the appointment of the athletics director and head coaches in the various sports;
4. Reviewing recommendations coming from the athletics director concerning the athletic programs; and
5. Reviewing the financial affairs of the athletics department. The membership of this Council consists of representatives from the administration, the faculty, the staff, the students, and the alumni. Representatives from the administration, faculty, and staff shall constitute a majority of the membership. The Council elects its own chairperson from among the faculty members. The Chancellor appoints the majority of the voting members of the Council. Representatives from the Student Government Association, the Faculty Senate, staff, and alumni serve with the Chancellor's approval.

3.1.E Recruitment, Tenure, and Retention Council

The Recruitment, Tenure, and Retention Council advises the Vice Chancellor for Academic Affairs on the policies and administration of the college's academic program. The Council members are appointed by the Vice Chancellor for Academic Affairs, upon recommendation of the Vice Chancellor for Academic Affairs. The membership consists of faculty members representing all degree-granting colleges and schools, students from respective colleges, and the Vice Chancellor for Academic Affairs.

3.1.F. Council of Academic Deans

The Deans of the academic colleges constitute the Council of Academic Deans. The Council of Academic Deans reports to the Vice Chancellor for Academic Affairs. The Council of Academic Deans advises the Vice Chancellor for Academic Affairs in the administration of the academic affairs of the campus, including curriculum development, course offerings, program scheduling, preparation of the academic calendar, coordination of programs of various colleges and schools, review and assessment of instructional programs and special university regulations for degrees.

The Council of Academic Deans meets at least once each semester and at the call of the Vice Chancellor for Academic Affairs who serves as chairperson.

3.2 Standing Academic Committees

The standing academic committees are listed below together with a brief statement of their responsibilities. The term "academic committees" refers to those committees that are appointed by

the Vice Chancellor for Academic Affairs. Standing committees can be established by the Vice Chancellor for Academic Affairs, as the need arises. Other standing committees are listed in the University Catalog. The term of office for all committee members is two years.

3.2.A The Catalog Committee prepares the University Catalog for publication.

3.2.B The Committee on Performance Evaluation of Academic Personnel establishes and recommends effective methods, policies, and procedures for evaluations under the supervision of the Vice Chancellor for Academic Affairs.

3.2.C The Self-Study Steering Committee serves as liaison between the University and SACS CoC and conducts institutional self-study for SACSCOC accreditation.

3.2.D The Academic Appeals Committee hears appeals by students who have been suspended for academic reasons and makes recommendations to the Vice Chancellor for Academic Affairs concerning the academic status of such students.

3.2.E The Commencement Committee designs the graduation exercises, executes the activities which support these exercises, and prepares and supervises the printing of the commencement program.

3.2.F The Library Committee advises the Dean of Libraries on policies governing the operation of the University libraries and serves as liaison between the main library and the faculty in seeing that the library serves the needs of the University regarding the adequacy of the collection and the rendering of appropriate services.

3.2.G The Student Advisement Committee promotes effective student advisement, monitors and evaluates existing student advisement practices, and recommends changes in existing practices.

3.2.H The Strategic Planning Committee for Academic Affairs prepares and updates the Strategic Plan for Academic Affairs and recommends and assesses strategic goals and objectives.

3.2.I The Retention, Tenure and Promotion Appeals Committee deliberates on appeals from faculty members and recommends to the Vice Chancellor for Academic Affairs whether or not the faculty members' appeals are valid.

3.2.J The Faculty Handbook Committee is jointly appointed by the Vice Chancellor for Academic Affairs and the Faculty Senate President and will biennially review the Faculty Handbook and recommend revisions, additions, or deletions to the Vice Chancellor for Academic Affairs.

3.2.K The University Curriculum Committee reviews proposed new courses and/or programs and/or degree offerings submitted from various colleges as mandated by Academic Affairs.

3.2.L. The University eLearning Committee is dedicated to guiding the development, implementation, and continuous improvement of technology-enhanced and online learning. The committee plays a critical role in advancing digital learning initiatives, supporting student success, and upholding quality standards for online education.

Ongoing communication and collaboration with the SUBR Curriculum Committee are essential to ensure that online learning initiatives align with the university's academic goals and that curriculum modifications reflect best practices in digital pedagogy.

3.3 Organizations

3.3.A The Faculty Senate

The Faculty Senate is the official voice of the faculty and recognized by the administration and the Board of Supervisors. The Senate serves as an advisory body to the University administration on matters pertaining to faculty welfare, governance, professional growth, academic freedom, and security. The Senate also promotes and sponsors activities which are of academic and cultural interest to the University. All full-time faculty members below the level of Dean are eligible to become members of the Senate.

3.3.B The American Association of University Professors (AAUP)

The AAUP is a national organization of college and university professors with chapters on campuses. Membership is open to all teaching staff under the position of Dean. Deans may hold associate membership.

3.3.C The American Federation of Teachers (AFT)

The AFT is a national organization of teachers. Membership is open to all faculty members. This organization is commonly known as the Union.

CHAPTER IV

Faculty Personnel Policies and Procedures

4.1 Definition of Faculty

Faculty members contribute to the attainment of the mission of the institution through teaching, scholarly activities, service, and mentoring. The departmental faculty consists of all members of the academic department having the rank of instructor or higher. It is a basic responsibility of the faculty to participate in the development of educational policy through active and constructive involvement in the academic affairs of their respective departments, colleges, or schools. Tenure-track faculty members are appointed full-time within a university unit for at least one academic year, and a majority percentage of their work for the initial year must be in the appointed department.

In the following section, distinction is made between "academic rank" and "appointment." There are only three academic rank classifications: "Assistant," "Associate," "Full." And there are only two classifications of faculty appointment: "Tenured and Tenure-Track" and "Non-Tenure Track"

4.2 Academic Rank and Appointment

In categorizing full-time faculty, distinction is made between "academic rank" and "appointment."

There are three academic rank classifications: "Assistant Professor," "Associate Professor," and "Professor" (or "Full Professor").

There are two classifications of faculty appointment: "Tenured and Tenure-Track" and "Non-Tenure-Track" (or Fixed-Term).

Given these classifications, there are four types of appointments:

Tenure and Tenure-Track Appointments

1. Tenured (Requires Board Approval)

Applicable Ranks: Associate Professor and Full Professor

2. Tenure-Track

Applicable Ranks: Assistant Professor, Associate Professor, and Professor

Non-Tenure-Track (Fixed-Term) Appointments

1. Instructor

Applicable Ranks: Appointments include Full-Time Instructor, Adjunct, Temporary, and Special or Affiliate faculty. There is generally no academic rank associated with these

appointments**.** However, in some disciplines these faculty appointments may be professional, visiting, or clinical with appropriate academic rank.

2. Research Faculty

Applicable Ranks: Assistant Professor, Associate Professor, and Professor.

4.3 Academic Appointments

1. Tenured

A tenured appointment is given to a faculty member who has met the requirements for tenure outlined in Section 4.7 below.

2. Probationary (Tenure-Track)

Initial faculty appointments at the Assistant Professor, Associate Professor, and Professor rank are typically on a probationary basis. Faculty on a probationary appointment can pursue tenure. The initial written notice of appointment must specify whether the appointment is on a probationary (tenure- track) basis. A probationary appointment shall not exceed a period of six years, except as provided by Board policy or approved probationary extension request, at the time of the extenuating circumstance. Upon recommendation of the Dean, and approval by the Vice Chancellor for Academic Affairs, the Board can decide to grant credit toward the probationary period for prior service either at SUBR or at other institutions, then inclusion of the credited years shall be made at the time of the initial appointment. Such credit shall not exceed three years.

3. Full-Time Instructors

Instructors shall receive an offer letter at the beginning of each academic year from the Office of Human Resources. Instructors shall be evaluated and notified of continuing employment by their respective Chairs/Program Leaders by the end of each academic year. Instructors are hired as full-time faculty on a year-to-year basis. However, full-time employment for the full academic year is contingent upon performance evaluations by Department Chair and Dean and course availability.

4. Adjunct Instructor

The title of "adjunct" refers to appointments of persons who serve the University in an ad hoc capacity, whose principal employer may be other than SUBR (but who make a substantial regular contribution to the academic activities of the University), and/or who fill positions of instruction created by enrollment demand. Adjunct faculty are hired on a part-time, temporary basis according to need and are appointed on a semester-to-semester basis.

5. Temporary

A temporary appointment is made to fill a vacancy caused by the absence of a regular faculty member. It is assigned to any full-time or part-time faculty member who is employed to meet a particular short-term need. A temporary appointment should not exceed two years.

6. Special or Affiliate

A special faculty appointment does not carry academic rank. This appointment is for a limited period and does not lead to tenure. Persons from professions, business, or industry who teach for a limited time, i.e., instructors who cover classes in emergencies and artists-in-residence, are considered special appointments. An affiliate faculty appointment refers to a non-tenure track academic position where an individual is formally recognized for their expertise by being associated with a department or program, allowing them to participate in teaching, research, or other academic activities without full faculty status in the granting department or employment benefits; essentially, the goal of affiliate faculty status is to leverage internal and external expertise while maintaining collaborative relationships across the institution. A department's affiliate faculty can comprise individuals from outside the university, or faculty with primary appointments outside the status granting department.

7. Research Appointments

A research faculty member is an academic professional whose primary role is to conduct original research and contribute to the advancement of knowledge in their field. Unlike traditional faculty who may divide their time between teaching, research, and service, research faculty typically focus more intensively on research activities, including designing studies, publishing findings, securing external funding, and collaborating with other researchers. They may also mentor graduate students or postdoctoral scholars, support research infrastructure, and contribute to the university's innovation and academic reputation. Appointments carry academic rank but are non-tenure-track and may depend on external funding sources.

4.3.A Procedures for Appointments Teaching Faculty (Exclusive of Chairpersons)

Requests for new positions or for filling vacancies within the faculty shall be made in writing by the Department Chair concerned, through appropriate administrative channels (the Dean and Vice Chancellor for Academic Affairs). Such requests shall indicate desired rank, salary (or salary range), effective date of the proposed appointment, and a description of the position, including the requisite qualifications and the duties of the prospective appointee. Refer to employment guidelines and procedures

from the Human Resources website for complete instruction on faculty hiring. Once the filling of a vacancy or the adding of a new position is authorized by the Vice Chancellor for Academic Affairs, a search process should be generally followed.

4.3.B Search Process

A search should be conducted in accordance with published guidelines approved by the Board of Supervisors as follows:

1. Information about the position, including the description, should be circulated on campus, sent to other institutions where interested qualified candidates are likely to be found, and advertised in related professional academic journals, when the availability of funds permit.
2. Applications and nominations for the position shall be received by a program search committee composed of tenured faculty, appointed by the Program Leader, if applicable, in consultation with the Chair, who shall review and evaluate them with the departmental faculty. Opportunities for interviewing candidates shall be arranged as deemed desirable.
3. A search should be conducted in accordance with published guidelines approved by the Board of Supervisors as follows:
    a. Information about the position, including the description, should be circulated on campus, sent to other institutions where interested qualified candidates are likely to be found, and advertised in related professional academic journals, when the availability of funds permit.
    b. On the basis of its review and evaluation, the department, through its Chairperson or Director, shall make its written recommendation for appointment to the Dean. The Dean, after examining credentials, assessing candidates, and conferring with the Chair, shall communicate in writing his/her recommendation of the person to fill the vacant position to the Vice Chancellor for Academic Affairs. Upon approval by the Vice Chancellor for Academic Affairs, the recommendation shall be sent to the Chancellor for action. If the Chancellor approves the recommendation, the appointment shall be made, subject to the approval of the President and/or the Board, as applicable.
    c. Upon the approval of the Board and/or the President as appropriate, the Vice Chancellor for Academic Affairs in collaboration with the Office of Human Resources shall issue a contract or contractual letter to the appointee setting forth the terms of the appointment – i.e., effective date, rank, salary, and tenure status.
    d. At all points in the administrative review, applications requests shall be acted upon and moved along in a timely and expeditious manner. A reasonable explanation for any delay or disapproval shall be communicated to the next higher administrative level and to all persons

having heretofore acted upon the request.

e. All faculty appointments shall be made in accordance with the provisions of the Bylaws and Regulations of the Board of Supervisors.

f. All initial appointees shall be provided with a copy of the *Faculty Handbook* and any specific guidelines for departments or schools which are in addition to general University policy.

4.3.C Summer Appointments

The Vice Chancellor for Academic Affairs is responsible for the academic program during the summer session. Each department Chair in collaboration with the Dean/Director shall develop a plan for summer employment that is fair and equitable, taking into consideration the availability of funds and demand for courses, as well as the professional experience and qualifications of departmental faculty members. Departmental summer employment plans shall be subject to the approval of the appropriate Vice Chancellor for Academic Affairs and the Chancellor and shall be based on students' needs and the availability of funds.

Appointments to the faculty for the summer session will be made by the Vice Chancellor for Academic Affairs, upon recommendation made by the College Deans and Department Chairs through their respective Deans and the Vice Chancellor for Academic Affairs, on the basis of teaching requirements for the summer program. Full-time faculty shall be given precedence in the assignment of courses for the summer session, provided that they have the appropriate qualifications. The Faculty may have an opportunity for summer employment based on enrollment and students' needs. The Chancellor's final approval is required for all summer appointments.

Compensation for teaching a full load during a summer session will normally be two-ninths of the nine-month salary unless otherwise approved by the Southern University Board of Supervisors upon a recommendation from the Office of Academic Affairs to the Chancellor. Compensation for teaching shall be proportionally based on the number of credit hours of the developed courses assigned. During the Summer, a full teaching load shall consist of six (6) hours. For disciplines that produce more contact hours than credit hours, six (6) contact hours shall constitute a full teaching load during the Summer semester.

4.3.D Appointment of an Academic Department Chairperson

i. The Dean is responsible for announcing the vacancy of the Chair's position in an academic department. Notice of the vacancy and the description of the position shall be appropriately publicized internally and externally.

ii. The College Dean will develop, with input from the faculty of the concerned

department, a description of the position, including the minimum qualifications a candidate should possess and the duties of the position. A search committee shall consist of an equal number of representatives. The Dean shall select representatives from the discipline, and the faculty shall select an equal number of representatives from the discipline. If the discipline does not have enough faculty available and willing to serve, selections can be made from another discipline within the College.. Opportunities for interviews of top candidates shall be arranged, with permission from the Vice Chancellor for Academic Affairs.

iii. The names of the candidates (up to two candidates) recommended for Chairperson shall be submitted to the Dean, who shall make a recommendation in writing to the Vice Chancellor for Academic Affairs, with the final approval of the Chancellor. If the Dean does not recommend either candidate, a justification for the denial shall be provided in writing to the Office of Academic Affairs. The Office of Academic Affairs will inform the Committee Chair for notification purposes.

iv. Upon the approval of the Vice Chancellor for Academic Affairs, a contract or contractual letter to the appointee setting forth the terms of the appointment (effective date, rank, salary, and tenure status) is issued.

v. The College Dean shall conduct an annual evaluation of the Chair for continued appointment.

vi. The Department Chairperson position is a 12-month faculty appointment with administrative responsibilities.

4.3.E. The Process for Removing a Department Chair

The Department Chair reports to the college Dean, and may be removed for cause either upon written recommendation from the Dean to the Vice Chancellor for Academic Affairs or upon written recommendation from the majority of the faculty in the discipline to the Dean, who must be tenure-track or tenured faculty in the discipline, followed by the department. If a department lacks sufficient numbers of tenure-track or tenured faculty, these faculty must be selected from within the College.

List of Causes:

- Insubordination
- Neglect of duty
- Failure to perform duties in a timely and professional manner
- Incompetence
- Unethical and immoral behavior
- Conviction of a felony
- Conduct seriously prejudicial to the university

A standing committee shall be established to hear recommendations for the removal of departmental chairpersons. The committee shall be composed of seven (7) members.

Three (3) members shall be appointed by the Faculty Senate, three (3) members shall be appointed by the Vice Chancellor for Academic Affairs (VCAA), and one (1) member appointed by the Dean. The VCAA will forward recommendations to remove a Chair to the committee. Upon receipt of the referral from the VCAA, the committee will schedule a hearing within ten (10) business days. At the hearing, the chair will have the opportunity to offer evidence or testimony to the committee in response to the allegation(s) against him/her. The Dean and/or representative(s) of the faculty recommending removal may also be present to present evidence for the committee to consider. The committee will then make a recommendation to the VCAA, who shall, within ten (10) business days, either accept or reject the recommendation of the committee. The chairperson shall be entitled to a justification in writing from the VCAA regarding either the basis for his/her removal or the rationale for overruling the recommendation of the Dean and/or the faculty recommending his/her removal as Chair.

If the chairperson is dissatisfied with the recommendation of the VCAA, he/she may appeal within ten (10) days upon receipt of the decision to the Chancellor. The Chancellor and/or his/her designee may, within ten (10) business days, rule on the chairperson's appeal or appoint a committee to review it and make a recommendation to the Chancellor. The committee will follow the same procedure as the review committee at the VCAA's level with respect to affording both sides to the dispute the opportunity to be heard before it. The Chancellor shall have power to either grant the appeal of the chairperson or to affirm the recommendation for removal. Upon receipt of the Chancellor's recommendation, the chairperson will have ten (10) business days to either appeal the decision to the Southern University Board of Supervisors or to accept the decision of the Chancellor as final.

It shall be the responsibility of the chairperson to be recommended for removal to file an appeal, and the appeals process will render the recommendation to remove as final. Once the decision to remove the chairperson is determined to be final, his/her tenure as chairperson will end on the last business day of the semester in which the decision is made.

4.3.F Appointment of an Academic Dean

i. A description of the vacant position, setting forth its duties and responsibilities in compliance with this Faculty Handbook, shall be prepared by the Vice Chancellor for Academic Affairs of the campus in consultation with the Chancellor. Notice of the vacancy and the description of the position shall be appropriately publicized.

ii. The Vice Chancellor for Academic Affairs shall name a search committee to include at a minimum two (2) representatives appointed by the Faculty Senate and no less than one (1) faculty representation from faculty of the departments concerned within the college whose duties shall be a) to compose and circulate an announcement and description of the position to be filled; b) to receive applications and nominations; c) to review credentials of applicants and nominees; and d) to recommend to the Vice Chancellor for Academic Affairs the top three persons for the position, without ranking them, provided that in the committee's judgment there are at least three qualified candidates.

iii. Acting upon the committee's written recommendation, the Vice Chancellor for Academic Affairs shall make his/her recommendation in writing to the Chancellor, who shall act upon the recommendation. The name of the candidate must be approved by the Chancellor and shall be forwarded to the System President and Board. Upon the approval of the Board, written notification of appointment will be sent, including such details as effective date, salary, period of appointment (specified term or continuing) and duties to be performed.

4.3G Appointment of the Vice Chancellor for Academic Affairs

It shall be the responsibility of the Chancellor to take the initiative in the process of selecting a Vice Chancellor for Academic Affairs. To assist, the Chancellor shall appoint a search committee of nine (9) persons, including at least five (5) members appointed by the Faculty Senate, and including at least one (1) Academic Dean.

The Chancellor shall review the committee's written recommendations, make an assessment of the nominees or applicants recommended by the committee, and in turn make a written recommendation to the President. When the president is prepared to make a recommendation, the President shall notify members of the Board at least ten days in advance that such recommendation will be made at the forthcoming Board meeting. Upon the approval of the Board on the appointment, the Chancellor shall give the appointee written notification of appointment, including effective date, salary, and period of appointment.

4.4 Academic Freedom

Academic freedom is the right of members of the academic community to study, discuss, investigate, teach, conduct research, and publish freely as appropriate to their respective roles and responsibilities. Because the common good depends upon the free search for, and exposition of truth and understanding, full freedom in research and publication is essential, as is the freedom to discuss scholarly subjects in the classroom.

4.5 Academic Responsibility

For academic freedom to endure, academic responsibility must be exercised. Faculties at each institution should clearly and explicitly establish minimum levels of expected professional performance and responsibility. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities. When a member of the academic community speaks or writes as a citizen, that person should be free of University censorship or discipline, but as a person of learning he should remember that the public might judge the profession and the institution by utterances. Minimum levels of expected professional performance are outlined in Section 7.2.

4.6 Retention of Probationary Tenure Track Faculty

This section describes the procedures for retaining tenure track and non-tenure track faculty. Retention of all faculty shall be based on merit in accordance with established criteria, with the interest of the University being served maximally by such action. Possession of specified degrees and time spent in a department, while considered as factors in determining merit, shall not alone constitute justification for retaining a faculty member. It is the responsibility of the faculty member to fulfill the requirements necessary for retention.

4.6.A First-year Probationary Evaluation

A tenure-track faculty member's initial appointment is probationary. During the first year of probationary appointment, the tenure-track faculty member will be evaluated by a departmental committee, including the department chair, and a recommendation will be made to the Dean. Joint departments with a Program Leader shall include the Program Leader or a designee on the departmental committee. The Dean will make a recommendation to the Vice Chancellor for Academic Affairs on the continuation of employment. The employment of a probationary faculty member during year one whose appointment is not recommended for continuation will terminate on the last workday of the current academic year. Notification will be provided to the probationary faculty member by March 1st.

4.6.B Third-Year Probationary Evaluation

Each probationary faculty member's evaluation shall be initiated within his/her program by a date established by the Office of Academic Affairs, in consultation with the Program Leader or Chairperson to determine if the faculty member will be retained and will be notified the last day of the semester (either May or December) depending on the hiring date.

If the faculty member's probationary appointment is terminated by a Department Chair or College Dean, the faculty member must receive notice of termination of the probationary appointment. The notice of termination must be approved by the College

Dean and Vice Chancellor for Academic Affairs. The employment of a faculty member whose appointment is not recommended for continuation beyond the third year of probationary appointment will terminate on the last workday of the subsequent academic year. Written notice of termination of a probationary appointment shall be issued by the last workday of the academic year in which the evaluation is made.

4.6.C Retention Procedure for Probationary Faculty

It is the responsibility of the probationary faculty member to determine whether he or she is eligible for retention consideration. Faculty members appointed to a probationary tenure-track rank after serving a minimum of five years of continuous service in a probationary, full-time tenure-track rank, shall be eligible to submit an application for tenure at the end of the fifth year of service. Such faculty members shall be eligible to submit an application for tenure and/or promotion to be evaluated for the purpose of determining eligibility for tenure and/or promotion as described in Section 4.7 Tenure and Promotion.

The applicant shall prepare an electronic dossier that includes an updated curriculum vitae and all requisite documents. Eligible probationary faculty members are responsible for the completeness of all required items to be included in the dossier. In the event the faculty member does not provide the required items, the faculty member must include a signed statement in the dossier indicating why such documentation is not included.

Applications for retention shall be submitted electronically to the department Chair. A list of all materials contained in the dossier will be developed by the applicant to be signed by both the applicant and the department Chair. Copies of the signed list will be made for the department Chairperson and the probationary faculty member. The original shall remain with the dossier.

4.6.D Retention of Fixed Term (non-Tenure Track) Faculty

The section below describes the procedures for retaining non-tenure track faculty. Retention of non-tenure track faculty shall be based on merit in accordance with established criteria, with the interest of the University being served maximally by such action. Possession of specified degrees and time spent in a department, while considered as factors in determining merit, shall not alone constitute justification for retaining a faculty member. Religion, national origin, race, sex, or age shall not be factors in the evaluation of an application for retention.

4.6.E Fixed Term Appointment (non-tenure track)

The employment of a fixed term faculty member will be in accordance with the terms provided at hiring. During the term, a fixed term faculty member can be terminated for

cause or discontinuation of program.

4.6.F Annual Evaluation of Faculty

All university employees are evaluated annually by their supervisors by the end of the academic year. Annual evaluations provide an opportunity for university employees to provide evidence of progress in their professional performance. Faculty members are evaluated every semester by students. For university faculty in Programs, performance during the past year is evaluated by the Program Leader and approved by the Department Chair. All evaluations must be approved by the Dean and submitted to the Office of Academic Affairs for further submission to the Office of Human Resources. For university faculty without Program Leaders, performance during the past year is evaluated by the Department Chair or Director and must be approved by the Dean and submitted to the Office of Academic Affairs for further submission to the Office of Human Resources.

All faculty are asked to develop goals and objectives of achievement for the future. A professional development plan should accompany evaluations that are deemed as needs improvement or poor. All evaluations must be approved by the Dean and submitted to the Office of Academic Affairs for further submission to the Office of Human Resources. Additionally, evaluations form the basis for any annual merit salary raises and other rewards. Annual evaluations of faculty establish a continuous written record of expectations and performance that will encourage professional growth and provide support for promotion, tenure, and other recognition.

4.7 Tenure and Promotion

4.7.A Definition of Tenure and Promotion

Tenure is the earned protection of faculty against unwarranted dismissal.
While the Constitution itself does not explicitly define tenure as a property right, the existence of a tenure system created by state law or institutional policy can create a property interest in employment that is then protected by the federal due process clause.

The University subscribes to the principles of tenure for academic staff as set forth in the following statement of the American Association of University Professors.

Tenure is a means to certain ends: specifically, (1) freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to persons of ability. Academic freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

While the traditional protection afforded by tenure against unwarranted dismissal of teachers has validity, tenure is not, nor should it be, a shield for mediocrity, incompetence, or academic irresponsibility.
Academic tenure is the indispensable cornerstone of academic freedom. Tenure is a means of making the teaching profession attractive to persons of ability and constitutes only one important protection of academic freedom.

The granting of academic tenure shall be based on merit in accordance with established criteria. Religion, national origin, race, gender, physical ability, or sexual orientation shall not be factors in the evaluation of an applicant for academic tenure.

4.7.B Criteria for Tenure, Tenure and Promotion, or Promotion

Changes to criteria for Promotion and Tenure shall take effect for the AY 2027 – 2028 RTP cycle to allow sufficient time for faculty members hired prior to the adoption of this Handbook sufficient time to comply with any new requirements in the Promotion and Tenure criteria. Faculty who have extenuating circumstances may request a one-year extension beyond the 2027-2028 academic year with the Office of Academic Affairs.

Tenure, tenure and promotion, and promotion shall be based on the following criteria:

1. Teaching Excellence
2. Scholarly Activities
3. Annual Performance Evaluation
4. Service
5. Mentoring, including Advisement.

The materials in support of a recommendation for tenure shall include the following:

a. A completed application from the faculty member with supporting documents, such as list and copies, when applicable of publications, presentations, exhibits, etc., and proper signatures.
b. A completed evaluation form from the Program Leader analyzing the work of the faculty member in detail, designating and documenting the areas of competence and excellence which support the recommendation for tenure, tenure and promotion, or promotion from the past successive three years.
c. A summary of student evaluations from the past successive three years or past successive two years for faculty members hired at the rank of professor.
d. Completed evaluation forms from other tenured members of the faculty

regarding the faculty member's performance (Peer Evaluation) for the past three successive years.

e. copies of reprints of refereed publications resulting from research, printed materials that substantiate involvement in creative activities, participation in workshops, seminars, professional organizations, etc.

f. documentation of honors, awards, recognitions bestowed or received;

g. any other documents of professional merit that will facilitate a decision on the request for promotion.

When the applicant for promotion is the Program Leader or Department Chairperson, the following shall also be included in the dossier:

a. copies of the faculty evaluations of the chairperson for the last three (3) successive years when the chairperson is being considered for promotion in rank;

b. copies of the academic Dean's evaluation of the Program Leader or Department Chairperson for the last three (3) successive years when the Program Leader or Department Chairperson is being considered for promotion in rank. Faculty promotion forms and an information sheet can be obtained from the Office Academic Affairs.

c. To minimize subjectivity in the evaluation process, evaluators (the department committee through the College Retention, Tenure and Promotion Committee), where applicable, shall assign points in accordance with Appendices B, C, D, and/or E. While maximum points per category are thereby stipulated, evaluators shall agree on the number of points to be credited per entry in an itemized list in the respective category.

d. While all criteria cited above are important and will be considered when evaluating applicants for tenure, tenure and promotion, or promotion, it is required that each faculty member will achieve a minimum of eighty (80) percent of the total number of points available for teaching excellence. In the case of specialized accreditation, if the standards are higher, those higher standards shall prevail.

The remaining points may be derived from any combination of points resulting from documented achievements through involvements with the other subcomponents contained in the criteria. The minimum number of points required for each of the other criterion and complete information on the distribution of points for subcomponents of each criterion are contained in Appendices B, C, D, and E.

The provisions of this policy shall not be retroactive, therefore:

1. All persons holding tenure on the effective date of this policy shall retain

their tenure.

2. This policy shall in no way affect any rights acquired by any person employed by Southern University prior to 2025, the effective date of this policy (revised 1976; 2005; 2016; further revised 2025).

4.8 PROCESS FOR RETENTION, TENURE AND PROMOTION

A completed, electronic application with all supporting documents must be submitted by the faculty member. The applications and supporting information for tenure and promotion are in the Appendix.

Appendix B - SUBR Tenure and Promotion Application/Evaluation Guide, Promotion from Assistant Professor to Associate Professor with Tenure

Appendix C - SUBR Tenure and Promotion Application/Evaluation Guide, Promotion from Associate Professor to Full Professor, with Tenure if applicable

Appendix D - Point(s) Distribution Guide, Scholarly Activities and Annual Performance Evaluations

Appendix E - Tenure and Promotion Application, Definition/Clarification of Information

Appendix F - SUBR Promotion Table Points Distribution

Appendix G - SUBR Tenure and Promotion Evaluation Guide, Library Faculty

Timelines and Levels of Review, including Appeals:

If the dates below fall on a weekend or holiday, the deadline will go to the next business day.

September 15th	Due to the Program Leader, if applicable
October 15th	Due to the Department Chair
November 15th	Due to the Dean
January 30th	Due to the Office of Academic Affairs
February 28th	Due to the Chancellor
May	SUS Board of Supervisor Consideration

Applicants who have been denied tenure and/or promotion have ten (10) calendar days from the date of written notice to appeal the decision. Please note all of the dates listed above may change due to extenuating circumstances. Prior approval will be requested from impacted units for timeline changes.

Levels of Review

At each level of review, the Retention, Tenure, and Promotion Committee makes a recommendation to the unit leader in writing. All applications must have a written communication from each level of review. All recommendations, whether favorable or unfavorable to the candidates seeking retention, tenure, and promotion, shall be automatically forwarded to the next stage in the process.

Program Review (if applicable) – If the Program Leader approves tenure and promotion, the dossier and notification is sent to the Department Committee. If the chair denies tenure and promotion, notification is sent to the faculty member. The faculty member has 10 business days to appeal to the Department Chair.-The Program Leader shall send a written notification to the faculty member of his/her recommendation, whether positive or negative, and forward the RTP application to the next level of review. The Department Chair shall forward the letter of appeal to the RTP committee along with the dossier, to review.

Departmental Review– If the Department Chair approves tenure and promotion, the dossier and notification is sent to the Department Committee. If the chair denies tenure and promotion, notification is sent to the faculty member. The faculty member has 10 business days to appeal to the Dean. The Department Chair shall send a written notification to the faculty member of his/her recommendation, whether positive or negative, and forward the RTP application to the next level of review. The Dean shall forward the letter of appeal to the college RTP committee along with the dossier to review.

College Review –If the Dean approves tenure and promotion, the dossier and notification is sent to the Vice Chancellor for Academic Affairs. The Dean shall send a written notification to the faculty member, informing him or her of whether the RTP recommendation is favorable or unfavorable. The faculty member has 10 business days to appeal to the VCAA if they are denied.

Program Review (if applicable) – if the Program Leader approves tenure and promotion, the dossier and notification is sent to the Department Committee. If the chair denies tenure and promotion, notification is sent to the faculty member. The faculty member has 10 business days to appeal to the Department.

Departmental Review– if the Department Chair approves tenure and promotion, the dossier and notification is sent to the Department Committee. If the chair denies tenure and promotion, notification is sent to the faculty member. The faculty member has 10 business days to appeal to the Department.

College Review – if the Dean approves tenure and promotion, the dossier and notification is sent

to the University Committee. If the Dean denies tenure and promotion, notification is sent to the faculty member. The faculty member has 10 business days to appeal to the VCAA.

Office of Academic Affairs Certification – All RTP recommendations from the colleges shall be forwarded to the Vice Chancellor for Academic Affairs for certification. The VCAA shall certify the recommendations for retention, tenure, and promotion. Certification shall be defined as verifying that university procedures for the RTP process have been followed with respect to the recommendations received from the colleges. Upon the VCAA's certification, the RTP recommendations shall be forwarded to the Chancellor. It shall not be the role of the VCAA to conduct an independent evaluation of a candidate or candidates for retention, tenure, or promotion unless one or more of the following conditions exist:

1. The VCAA determines strong evidence of bias in the deliberative process that shows that the evaluation of a candidate is not based on merit and/or the stated criteria for retention, tenure, and promotion in the Faculty Handbook. This applies to whether the said bias is in favor of the applicant or if the bias leads to an adverse recommendation against the candidate.

2. The VCAA determines that either (a) the candidate recommended for tenure or promotion does not possess the appropriate qualifications for tenure and/or promotion. This may include but is not limited to: insufficient graduate credit hours in the discipline in which the candidate is teaching and seeking tenure and/or promotion, failure to meet the required years of service, a lack of the necessary scholarly activities and publications as outlined in the tenure and promotion guidelines, the applicant lacks the required faculty status and/or rank to be eligible for tenure and/or promotion) or (b) the candidate clearly has the requisite qualifications and/or meets all other published criteria outlined in Faculty Handbook but the candidate's record was either discounted or minimized during the review process by the departmental RTP committee, the college RTP committee, and/or the Dean.

3. The VCAA determines that there is clear and convincing evidence that (a) either the departmental RTP committee, the college RTP committee, and/or the Dean violated the candidate's right to due process by not observing the published guidelines and/or deadlines with respect to the tenure and promotion process or (b) either the departmental RTP committee, the college RTP committee, and/or the Dean engaged in discrimination against the candidate (see Section 1.3 Statement on Non-Discrimination)**.**

The VCAA has the option of establishing an external advisory committee for advisement on a decision regarding a faculty member's application.

The Chancellor's Certification - Upon receipt of the RTP recommendations from the VCAA, the Chancellor shall certify that university procedures have been followed. It shall not be the role of the Chancellor to conduct an independent review of each candidate for retention, tenure, and promotion. Similar to the role of the VCAA, the Chancellor may only overturn the recommendation(s) for retention, tenure, or promotion if one or more of the previous conditions stated in the above section for the VCAA are satisfied. The Chancellor shall certify all RTP decisions by April 1 of each academic year. This action by the Chancellor shall be the final step in the RTP process. Subsequently, the RTP recommendations shall be forwarded to the Southern University Board of Supervisors for consideration and approval during its May meeting.

Tenure and/or Promotion Appeals Process

If a faculty member is denied retention, tenure and promotion, the faculty member can appeal the decision at every level. The appeal procedures are listed below:

Negative Recommendations must be appealed to the next appropriate level. The appeal must be delivered by the tenth (10^{th}) calendar day following the written notification of a negative recommendation. .

In appeals cases, the burden of proof rests with the applicant who received an unfavorable recommendation to demonstrate that the decision was incorrect and should be reversed. Applicants seeking reversal of an adverse judgment must demonstrate one or more the following criteria in order to prevail in their appeals:

1. The applicant demonstrates strong evidence of bias in the deliberative process that shows that the evaluation of a candidate is not based on merit and/or the stated criteria for retention, tenure, and promotion in the Faculty Handbook.
2. The candidate clearly demonstrates that he/she has the requisite qualifications and/or meets all other published criteria in the Handbook, but that record was either discounted or downplayed by the program RTP committee, the college RTP committee, or the Dean.
3. The candidate demonstrates that there is clear and convincing evidence that
   (a) either the Department Chairperson and/or his/her program RTP committee, or the Dean and his/her college RTP committee, violated the candidate's rights to due

process and/or (b) there is clear and convincing evidence that the above parties engaged in discrimination against the candidate (see Section 1.3: Statement on Non-Discrimination).

The College Deans shall establish a standing committee to hear RTP appeals emanating from the Departments and make recommendations to the Vice Chancellor for Academic Affairs. Correspondingly, the Vice Chancellor for Academic Affairs shall establish a standing committee to hear RTP appeals emanating from the colleges and make recommendations to the Chancellor. These committees shall be comprised of senior faculty members from the associated academic unit. Additionally, the Faculty Senate shall be empowered to recommend two (2) representatives to each committee. The Vice Chancellor for Academic Affairs shall serve as an ex- officio member of these committees. The VCAA makes a recommendation to the Chancellor on each applicant. It shall be the responsibility of the VCAA to ensure that every applicant who appeals an adverse decision has the benefit of a fair process.

If the appeal is overturned, the RTP application proceeds to the next level; if, however, the appeal upholds the negative recommendation (i.e., denies the appeal) or if no timely appeal is lodged following a negative recommendation, the process for this RTP application is halted.
Upon receipt of the appeals, the Dean or Vice Chancellor for Academic Affairs shall forward to the appropriate appeals committee all relevant documents to them for their deliberation. The appeals committee shall be required to make their formal recommendations to the Vice Chancellor for Academic Affairs with respect to all appeals received each academic year. The recommendations of the appeals committee shall be forwarded to the applicant, the Dean, the program, and college RTP committees.

The Vice Chancellor for Academic Affairs shall be required to certify the results of the deliberations of the RTP Appeals Committee by March 1st of each academic year. It shall be the role of the VCAA to certify that the appeals procedures followed university guidelines and that the applicants were afforded due process. If the Vice Chancellor for Academic Affairs determines that the process has been followed, he/she shall certify the decisions of the appeals committee and forward the recommendations to the Chancellor. This shall be the final step in the RTP process before the recommendations shall be sent to the Southern University Board of Supervisors for final approval. In the event that the VCAA determines that the appeals process was not conducted in a manner consistent with university policies or adhered to the principles of due process, he/she shall have power to overturn the decisions of the appeals panel. The VCAA shall resend his/her recommendations regarding all appeals applications by March 15th of each academic year. In either case, the VCAA shall state in writing the reasons for his/her decisions and send copies of such communications to the applicants, their respective Deans, the program, college RTP committees, and the Academic RTP Appeals Committee.

It shall be the responsibility of the Vice Chancellor for Academic Affairs to forward the final results of all favorable RTP applications to the Southern University Board of Supervisors for final approval.

4.9 Employment Termination for Tenured Faculty

A tenured faculty member may be terminated for cause; discontinuance of a program, grant, contract, or department of instruction; medical reasons; resignation; retirement; or contingent matters directly related to these enumerated.

4.9.A Definition of Cause and Establishment of an Investigatory/ Tenure Revocation Panel

Cause for termination shall include but may not be limited to those specified by federal and state laws (including but not limited to findings of responsibility for violations of Title IX), System and University policies, conduct seriously prejudicial to the University, conviction for a felony, unethical and immoral behavior; neglect of duty, incompetence or failure to perform duties in a professional manner.

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

1) Statement of charges: shall list the violations and provide rationale for the violations or documentation supporting the violations;
2) The informal inquiry of a duly elected faculty committee chosen by faculty within the academic unit – committee shall consist of at least 3 faculty members. Tenured faculty are given preference over tenure-track when electing the informal committee. Committee should be composed of faculty in the academic unit. Academic unit refers first to the department, program, and then college.
3) Attempt at settlement- should the informal committee determine there is sufficient evidence to proceed with a formal panel, there should be an attempt to settle with the accused faculty member. If no mutual settlement is reached from the discussions, then a formal hearing by an investigatory panel composed entirely of faculty members will be held whenever the complaint lodged against a tenured faculty member could lead to termination for cause.

4.9.B Investigatory Panel Procedures

An Investigatory Panel must be convened within ten (10) working days after the findings of the elected faculty committee are made known to the Chancellor and no mutual settlement has been made, the Chancellor shall cause to be established an investigatory panel to conduct a formal hearing. The investigatory panel shall be comprised of seven (7) faculty members of which two

(2) shall be appointed by the Vice Chancellor for Academic Affairs of the campus, four (4) by the Faculty Senate or its equivalent, and one (1) by the Chancellor. The presiding officer of the panel shall be designated by the Vice Chancellor for Academic Affairs with the approval of the Chancellor of the concerned campus and shall be entitled to a vote.

Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two (2) challenges without stated cause.

a. The faculty member will be suspended, or assigned to other duties in lieu of suspension, if there is no immediate harm to himself/herself or others. However, the Administration will consult with the Faculty Grievance Committee to determine the propriety, length, and other conditions of the suspension. Salary will continue during the period of the suspension.

b. The panel may, with the consent of the parties concerned, hold joint prehearing meetings with the parties in order to (i) simplify the issues, (ii) effect stipulations of facts, (iii) provide for the exchange of documentary or other information, and (iv) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious.

c. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing panel will evaluate all available evidence and rest its recommendation upon the evidence in the record.

d. The panel, in consultation with the Vice Chancellor for Academic Affairs and the faculty member, will exercise its judgment as to whether the hearing should be public or private.

e. During the proceedings, the faculty member will be permitted to have an academic advisor and counsel of his/her own choice.

f. At the request of either party or the panel, a representative of a responsible

educational association shall be permitted to attend the proceedings as an observer.

g. A verbatim record of the formal hearing will be taken, and a typewritten copy will be made available to the faculty member without cost, at the faculty member's request.

h. The burden of proof that adequate cause exists rests on the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

i. The hearing panel will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

j. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the panel in securing witnesses and making available documentary and other evidence.

k. The faculty member and the administration will have the right to confront and cross- examine all witnesses. Where the witnesses cannot or will not appear, but the panel determines that the interests of justice require admission of their statements, the panel will identify the witnesses, disclose their statements, and if possible provide for interrogatories.

l. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

m. The panel will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

The findings of fact and the decision will be based solely on the hearing record. All votes of the panel members on each motion or issue shall be recorded and submitted as a part of the panel's report. The panel shall report its findings and recommendations to the accused faculty member and to the Vice Chancellor for Academic Affairs, who shall study the report, formulate his/her recommendations to the Chancellor of the concerned campus within ten (10) working days of receipt of the report of the panel. The Vice Chancellor for Academic Affairs shall also transmit his/her recommendations to the accused at the same time. The Chancellor shall, within ten (10) days of receipt, review the record and the report transmitted to him/her by the Vice Chancellor for Academic Affairs, formulate recommendations, and submit them to the President. The Chancellor shall transmit his/her recommendations to the accused faculty member at the same time. The President shall review the entire record and shall within ten (10) working days make whatever disposition is warranted by the evidence, and he/she shall report his/her findings and actions, in writing, to the concerned faculty and the Southern University Board of Supervisors.

Private Hearings

In the event a hearing is private, except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrators will be avoided until the proceedings have been completed, including consideration by the Southern University Board of Supervisors. The Chancellor, through the Vice Chancellor for Academic Affairs, and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing, if requested.

4.9.C Financial Exigency or Discontinuation of Program

If a program loses its degree granting status, but continues as a program, all tenured faculty within the program shall maintain their tenure status.

Tenured faculty who face termination or who have been terminated due to program or departmental discontinuation should be given preference among the field of candidates for appointment to other faculty positions for which they are appropriately qualified, all other factors being equal.

Following a decision not to reappoint an individual for other than cause, the University will make every effort to assist the affected faculty member to secure a suitable position elsewhere. If within a period of three years from the date of termination there should become available at the University a position for which a faculty member terminated because of financial exigency is suited, that faculty member will be offered the position and will be given a reasonable period of time in which to accept or to reject the offer.

4.9.D Medical Reasons

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by an appropriately appointed committee (3-5 faculty members), a majority of whom will be recommended by the Faculty Senate, before a final decision is made by the Board of Supervisors on the recommendation of the administration. The faculty member will be given severance notice.

The timing of initiating consideration of termination based upon medical will be in consultation with FMLA and ADA guidelines.

4.9.E Action by the Governing Board

If dismissal or other severe sanction is recommended, the President will, on request of the faculty member, transmit to the Board of Supervisors the record of the case. The Board' review will be based on the record of the committee hearing, and at its option, provide the opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decision of the hearing committee will either be sustained, or the proceeding returned to the committee with specific directions. The Committee will then reconsider taking into account the stated directions and receiving new evidence if necessary. The Board will make a final decision only after a review of the committee's reconsideration.

4.9.F Procedures for Imposition of Sanctions Other Than Dismissal

If the administration believes that the conduct of a faculty member justifies imposition of any sanction, besides dismissal (including but not limited to a finding of responsibility of a Title IX violation), it will notify the faculty member of the basis for the proposed sanction and provide the faculty member with an opportunity to persuade the administration not to impose the proposed sanction. A faculty member who believes that a sanction has been incorrectly imposed under this paragraph, may petition the faculty grievance committee (3-5 tenured faculty members with majority appointed by Faculty Senate) to review and revise the sanction, as may be appropriate.

4.10 Notification of Termination

4.10.A Temporary Faculty Members

No notice of termination is required for a temporary faculty position. The letter of appointment for such a position contains the termination date of the appointment, and no additional notice should be expected.

4.10.B Probationary Faculty Members

Written notice of termination of a probationary faculty member shall be provided in accordance with the following schedule:

1. No later than March 1 of the first academic year of service.
2. At least one full academic year before the expiration of an appointment after two or more years of service.
3. A faculty member who has been denied reappointment after the 3rd year evaluation, may request that the reasons given for the non-renewal be confirmed in writing.

4.11 Leaves of Absence

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

1. Failure to obtain authorization before leaving may be considered cause for disciplinary action and may result in the denial of any rebate which is due.
2. Forms for requesting leave of absence may be obtained from the departmental chairperson, immediate supervisor, or the Human Resources Office.
3. The completed form is submitted to the department head or immediate supervisor for action.
4. The form is transmitted to each level of authority until it reaches the officer having final authority to grant leaves. This officer shall act upon the form and shall expeditiously communicate the action to the originator of the request for leave.
5. When a request is disapproved, the disapproving officer shall communicate in writing to the applicant and to the officer at the next level of authority the reason for disapproval.
6. An applicant who expects to travel at the University's expense during the requested leave of absence shall follow the Southern University Travel Policy and Procedures. Documentation should be approved by the appropriate departmental leadership prior to submission. Requests for travel shall be made at least thirty (30) days prior to travel date.
    - Travel funds are assured only with prior authorization by the Vice Chancellor for Finance and Administration.
    - Such authorization is granted only upon certification by the Office of the Comptroller that funds are available in the account to which the charge will be made.
    - Failure to adhere to aforementioned procedures may result in denial of travel.

4.12 Types of Leave

Leaves of absence specific to faculty members fall into the following categories: academic and sabbatical. Other leaves e.g., annual, sick, maternity, etc. are not exclusive to faculty and are available to all employees.

Persons employed on a twelve-month basis are eligible for twelve months of leave with three-fourths (of yearly salary) pay or six months of leave with three-eights (of yearly salary) pay if such persons have completed six consecutive years of service. Persons who have completed three years of consecutive service are eligible for leave benefits at one-half of the rate granted otherwise. Persons employed on a nine-month basis are eligible for nine-months of leave with three-fourths (of the nine-months salary) pay or one-semester leave with three-eights (of the nine-months salary) pay, provided that such persons have completed six consecutive years of service. Persons who

have completed three consecutive years of service are eligible for leave benefits at one-half of the rate granted otherwise. The chancellor shall, after receiving requests from the Vice Chancellor for Academic Affairs or other administrative heads, proceed according to Board policy. Before the leave period, persons approved for leave shall be informed in writing of the status of their fringe benefits and the conditions of their leave.

4.12.A Academic Leave

Full-time academic employees at the rank of instructor (or equivalent) or above who have completed three or more consecutive years of service on the campus may petition for academic leave for study leading to the terminal degree or independent study and research, the object of which is to increase professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each academic leave shall be stated, and a report of the accomplishments under each leave granted shall be made promptly upon return from academic leave.

By executing an Application for Leave request, faculty members may secure authorization to be absent to attend professional meetings, to serve on committees, to engage in recruitment activities for the University, or to engage in other activities which may serve the interest of the University. The Board of Supervisors makes the following provision for leaves of longer action:

a. Faculty members at the doctoral level shall enjoy the same privileges as those who do not hold the doctorate, except that such persons may engage in independent study or research. In those cases where the faculty members receive outside compensation for such study or research, then they are not eligible for leave with pay under this policy. No faculty member with less than a doctor's degree shall be entitled to a leave with pay in order to engage in independent study or research.

b. Every application shall specify:
   1. the period for which leave is requested,
   2. whether leave is requested for the purpose of professional or cultural improvement, or rest and recuperation,
   3. the precise manner, in as far as possible, in which such leave, if granted, will be spent,
   4. the semesters spent in active service in the college from which leave is requested, and
   5. a statement over the signature of the applicant that he or she agrees to

comply with the provisions of the enactment. Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.

Any applicant who, at the expiration of the semester in which he or she applies, shall be ineligible for the leave requested, or who has not complied with the provisions listed above, shall have his/her applications rejected. A11 other applicants may have their applications granted provided that all leaves requested in such applications can be taken without violating the following provision: at no time during any semester of the academic year shall the number of persons on leave exceed five percent of the faculty, except in cases of sick leave, where these percentages may be exceeded.

a. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved. For those not holding the doctorates, official transcripts must be sent to the appropriate academic Dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate Dean by the individual, and, whenever possible, corroborated by the institution(s) concerned.
b. The normal compensation for the period of leave approved shall be at the rate of seventy-five percent of the salary that the individual received during the preceding fiscal year for the period of time the leave is applied for and granted. The individual shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner.
c. In accepting a leave of absence with pay, the faculty member shall be understood to assume a moral obligation to return to this University for at least one year of further service.

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

4.12.B Sabbatical Leave

Members of the faculty with tenure at the time of submitting the application for sabbatical leave, and the rank of assistant professor or above, may be granted sabbatical leave after six complete academic years of continuous service (continuous service shall not include leaves of more than two months). Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (SLEC, which is appointed by the Vice Chancellor for Academic

Affairs) and upon approval by the Vice Chancellor for Academic Affairs and the Chancellor. Recommendations will be forwarded to the President of the Southern University System and the Southern University Board of Supervisors, as appropriate. At no time during any semester of an academic year shall the number of faculty on sabbatical leave exceed five percent of the total faculty in any academic unit or the University.

Purpose. The primary purpose of a sabbatical leave is to enhance the faculty member's value to the University. Specifically, a sabbatical leave is to be used for one or more of the following purposes:

A. Research, scholarship, creative work and/or study intended to result in publication, exhibition, presentation, innovation, or invention.

B. Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.

C. Work toward an advanced degree.

Period of Leave and Salary. A sabbatical leave may be granted for the following periods and salary levels, depending on whether a nine- or twelve-month appointment is held by the faculty member or administrator with faculty twelve-month appointment is held by the faculty member or administrator with faculty status:

1. one semester at full pay (9-month appointees)
2. six months at full pay (12- month appointees)
3. an academic year at half pay (9-month appointees)
4. twelve months at half pay (12-month appointees)

Normally, sabbatical leaves will be taken over a period of consecutive months. When it is in the best interest of the University as determined by the Chancellor, the period of the sabbatical leave may be split such that it is not taken over a continuous time period. However, the sabbatical leave, from beginning to end must be completed within 18 months and cannot extend beyond the total approved time period.

Additional Compensation. Faculty members granted sabbatical leaves may be permitted to receive additional compensation for study and research if written approval for such compensation is granted by the Chancellor. The following conditions apply:

a. Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided the total compensation does not exceed the regular full-time salary rate as apportioned for the period of the leave, and provided that

activities resulting from additional compensation are not in conflict with the purposes for which the sabbatical leave was granted.

b. Normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the sabbatical leave program and comply with the University and System policies governing outside employment.

c. Grants or stipend adjustments to defray relocation cost reimbursements, cost-of- living allowances, and/or research expenses may be accepted, provided such reimbursements, allowances, and/or expenses are not for personal compensation.

d. Faculty members are encouraged to seek external funds (i.e., as from the host institution) to cover part or all of the cost of their salary and benefits during the sabbatical leave. While the acquisition of such funding is not part of the evaluation process, it clearly could lead to the granting of leaves that may not otherwise be possible because of fiscal constraints.

Fringe Benefits. The University will continue its contributions to health plans based upon existing coverage. The retirement contributions will be paid by the employee and employer upon completion of the leave providing the faculty member chooses to contribute. Appropriate leave shall accrue during the period of sabbatical leave if the leave is with pay, however, it shall not be vested until the leave ends and the faculty member returns. If disability occurs during a sabbatical leave with full or part pay, the leave will terminate the day prior to the day upon which disability begins and sick leave benefits will start in accordance with personnel policies.

Residence. Faculty members on sabbatical leave are expected to choose a residence in a location which is appropriate to achieving the purposes of the sabbatical leave as described in the Purpose section of Section 4.12.B.

Other Conditions. The decision as to the acceptability of a sabbatical leave application will not be based on whether additional compensation may be received, but rather on the probability that the faculty member will enhance his or her value to the University. A sabbatical leave for teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the applicant's income. The benefit to the University shall be foremost in the consideration leading to approval of the leave.

Annual Faculty Evaluation by Chairpersons. Faculty members on sabbatical leave will be included in the annual University evaluation process. The performance evaluation by the faculty member's chairperson shall reflect the faculty member's achievement of the stated purpose and goals while on sabbatical leave.

Obligations of Faculty Members. Any faculty member taking sabbatical leave has the following obligations.

a. Sign an agreement or contract with the University stipulating that as a condition of the sabbatical leave, the faculty member will return to the active service for at least one year after completion of the leave. The signed agreement or contract is required for a faculty member's position to be held open for his/her return. Failure to return to the University for the requisite period will require repayment of all monies received from the University, the sum of which will be deducted from the faculty member's terminal pay, last payroll check and/or through other legal means.

b. Within six weeks after returning, submit to the departmental chairperson an original and four (4) copies of a complete report of his or her activities while on leave. The report should provide evidence that the purpose for which the leave was granted has been achieved. The copies shall be distributed to the Dean, Vice Chancellor for Academic Affairs, Chancellor, and the chairperson of the SLEC.

Application for Leave. Six copies of an application shall be submitted to the SLEC, along with recommendations from the departmental chairperson and the Dean. The application should present the benefits to be derived from the proposed leave by the applicant and SUBR clearly and convincingly, and should be prepared with the care and thoroughness of a paper submitted for publication.

The application should consist of the following.

a. Cover Page. Include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators attesting to their receipt and review of the application. Administrators may attach pertinent comments.

b. Abstract. Maximum length: 250 words.

c. Description of Proposed Sabbatical. Major headings should include: a detailed statement of what the applicant plans to do while on sabbatical leave; the objectives and significance of the proposed activities; the value of these activities to the applicant's SUBR obligations; the feasibility and methods of accomplishing the objectives; and the applicant's qualifications that are pertinent to the proposed activities. This section should consist of not more than five single- spaced typewritten pages.

d. A Curriculum Vitae (not more than 10 pages).

e. In the appendix, include supportive documentation such as evaluation of the application by the departmental chairperson, Dean, and any other appropriate administrators; letters of acceptance from persons at the institution or in industry with whom the applicant plans to work or study and itinerary. Rating System. The application will be rated by the SLEC according to the following system:

f. Merit and feasibility of the proposal relative to the accomplishment of SUBR's instructional, research, and service mission and/or that of its units - 60 percent.

g. Applicant's record of and/or potential for engaging in research, teaching, service, and/or other pertinent activity at SUBR - 30 percent.

h. Length of service to SUBR - up to 10 percent. Each year of service, counting from the faculty member's initial appointment or from his or her most recent sabbatical leave, whichever is later, is assigned a weight of one point, limited to a maximum of 10. The committee will rate the applications according to the provisions herein and will make recommendations to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will approve or deny recommendations and forward approved applications for action by the Chancellor. The Chancellor's decision is final and there is no right of appeal. Applications approved by the Chancellor will be forwarded to the President of the System and the Board of Supervisors, as appropriate.

Deadlines. To give sufficient time for planning of sabbatical leaves, applications must be submitted according to the following schedule:

a. A sabbatical application is due by October 15th for the sabbatical to start the Fall semester of the next academic year (beginning in August)

b. A sabbatical application is due by March 15th for the sabbatical to start the Spring semester of the next academic year (beginning in January)

This period of application may be canceled if no funds are remaining after the awards are made in #1 above).

The SLEC shall meet in November of each year to consider applications received by October 15th for the academic year beginning the following August and in April for applications received by March 15th for the following Spring semester beginning in January. The SLEC's recommendations will be transmitted to the Vice Chancellor for Academic Affairs by the last day of the Fall and Spring semesters, respectively.

Criteria Used in Evaluating Sabbatical Leave Applications

Evaluation of the sabbatical leave application will include the following:

Preparation and Documentation. Organization, thoroughness, specificity, and feasibility of the

proposed activity; current status of project identified in the sabbatical leave application; letters of appointment and acceptance; other documents supportive of the proposal, and the applicant's plans for travel if that is an integral feature of the proposal.

a. **Benefits to the University and to the Applicant.** Contribution to applicant's knowledge and understanding; contribution to teaching or other assigned duties; publications or other scholarly works expected to result from the project; enhancement of the applicant's professional status; recognition for the University and contribution to special projects or to university programs.

b. **Applicant's Record of or Potential for Research or Pertinent Activity at the University.** Publications; performances; grants; postdoctoral fellowships; leaves; participation in relevant professional organizations; record of achievement on previous grants and leaves; evaluation by departmental chairperson or Dean; evidence of excellence in teaching, service, or other evidence of contribution to the University.

Changes in Sabbatical Leave. If a faculty member must change the purpose, place, or time of the sabbatical leave, he or she must submit a written request, with recommendations from the Dean and departmental chairperson, to the SLEC for approval. This request must state the rationale for the changes and document how the sabbatical leave plan will reflect these changes. Sabbatical leave plan changes recommended by the SLEC shall be sent to the Vice Chancellor for Academic Affairs for approval. [Sabbatical Leave Policy Approved by the Southern University System Board of Supervisors January 7, 2000].

CHAPTER V

Instructional Policies and Procedures

5.1 Expectations of Faculty Members

5.1.A Conduct of Classes

All faculty members are expected to adhere to the following guidelines:

1. Meet their classes regularly and promptly as scheduled.
2. Provide Department Chairpersons and their students in each class with syllabi at the beginning of each term. Syllabi should include instructional methods, objectives, grading criteria and attendance policy.
3. Ensure that course instruction conforms to stated objectives and correlates with course descriptions found in the University catalog.
4. Submit all mid-semester and final grades on time.
5. Evaluate all student work promptly and provide students an opportunity for review of submitted work.
6. Retain final papers and other work supporting a grade issued to a student for at least six weeks after the beginning of the next term, or longer when an appeal has been filed.
7. Announce, post, and maintain a suitable number of conference hours which are convenient to students and the teacher.
8. Maintain accurate records of class attendance by all students.
9. Advise assigned students in accordance with University policy.

5.1.B University and Community Service and Professional Responsibilities

All faculty members are expected to adhere to the following guidelines:

10. Continue their professional growth and development
11. Participate in the advancement of their department/division, college, and university by:
    - attending scheduled meetings
    - serving on committees (department, college, and university)
    - rendering community services, and
    - Engaging in research and scholarly activity.

12. Notify their department/division chairperson as soon as possible in cases of emergency so that appropriate arrangements can be made for their classes.
13. Execute appropriate leave forms for all planned and emergency absences in a timely manner.
14. Sign and certify payroll information and documentation.

5.2 Part-time Faculty

Definition: A part-time faculty member is one whose appointment is any percentage of assignment that is less than 100 percent time.

Guidelines:

1. Part-time faculty members teaching courses for credit must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same discipline.
2. Chairpersons in the respective disciplines are responsible for the orientation, supervision, and evaluation of all part-time faculty members. Chairpersons should also ensure that part-time faculty members are provided with appropriate instructional support.
3. Part-time faculty members must hold office hours commensurate with the percentage of time employed or as specified by the Department Chairperson. Office hours must be held on-campus or virtually (if teaching via a virtual mode of delivery) and at appropriate times to ensure student access.
4. Chairpersons will assign office space as appropriate for part-time faculty members to carry out their academic responsibilities during the term of appointment.
5. Part-time faculty members will receive letters of appointment.
6. Compensation for part-time faculty members will be determined for each College or School by the Dean and Chairperson in consultation with the Vice Chancellor for Academic Affairs.
7. Part-time faculty appointments may be for one semester or one academic year at a time.
8. During the term of an appointment, part-time faculty members will enjoy library privileges, the use of faculty parking facilities, and the use of other University facilities in accordance with University practice and policy governing such use by the faculty. **(Refer to the SU Academic Policies and Procedures Manual.)**

5.3 Faculty Compensation

Faculty compensation will occur in accordance with Human Resource Policy Faculty promoted to the rank of Associate Professor and faculty promoted to the rank of Full Professor will receive an adjustment in salary of $4,000 and $5,000, respectively. If the adjustment does not meet the floor salary in the discipline and rank to which they are promoted, an additional adjustment will be made to meet the floor salary of that discipline. Faculty may also receive a salary adjustment based on

merit and performance at the discretion and approval of the Chancellor.

5.4 Expectations Regarding English Proficiency of Faculty

It is the responsibility of the University to demonstrate that all of its faculty members and teaching assistants, particularly those for whom English is not their native language, have communication skills adequate to make effective classroom presentations. Additionally, SACS will review records asserting that all faculty members and teaching assistants use English that is clear, concise, and readily understood by the general population, particularly students. Formal assessment of proficiency procedures must be established for potential members of the faculty, and for faculty members and teaching assistants currently employed. In general, all faculty members and teaching assistants must use easily understood Standard English in their oral and written presentations. The Deans will ensure that the requisite language assessment has been completed using the following procedure. The Dean will identify faculty members who are in need of improving their English proficiency.

The Vice Chancellor for Academic Affairs shall appoint a language assessment panel. The panel's membership will be composed of three faculty members, a member of the Faculty Senate, a member of the Dean's council, a representative from the Office of the Vice Chancellor for Academic Affairs, and three students. Faculty members determined by the assessment panel as needing to improve their English proficiency shall be referred to the Office of Academic Affairs. Include the following English Language Assessment policy statement on all faculty and teaching assistant vacancy announcements, as well as on other appropriate personnel materials, "Applicants who are non-native English speakers will be screened for English language proficiency."

5.5 Determination of Semester Hour Credit

A semester hour is the term used to define the number of credits a student receives for a course taken during a semester. Credit hours are calculated in the following manner:

5.5.1.1 1 credit hour = 1 contact hour per week x 15 weeks
5.5.1.2 2 credit hours = 2 contact hours per week x 15 weeks
5.5.1.3 3 credit hours = 3 contact hours per week x 15 weeks
5.5.1.4 4 credit hours = 4 contact hours per week x 15 weeks
5.5.1.5 1 laboratory/studio credit hour = a minimum of 2 contact hours per week x 15 weeks.
5.5.1.6 2 laboratory/studio credit hours = a minimum of 3 contact hours per week x 15 weeks.

Regardless of delivery, evening, weekend, or distance education, 15 contact hours or their equivalent = 1 semester credit hour. Faculty members use this information in course design, and it is part of the course approval process for Southern University and A&M College.

5.6 Definition of Teaching Loads

5.6.1 Teaching Load

1. Regular Instructional Staff

    a. Fall and Spring Semesters

    During the fall and spring semesters, the normal teaching load is twelve (12) credit hours for persons engaged in undergraduate instruction only; nine (9) credit hours for persons teaching undergraduate and graduate courses; and six (6) credit hours for persons engaged in doctoral level instruction only. Exceptions to the above policy will be made individually for professors in disciplines that produce more contact hours than credit hours, departments of instruction where teaching loads are specified by accrediting agencies, released time, and in those instances where the University's mission can best be achieved by assigning fewer hours.

    b. Summer Sessions

    The full teaching load is a total of six (6) credit hours or six (6) contact hours. Exceptions to the above policy will be made individually for professors in those disciplines that produce more contact hours than credit hours.

2. Chairpersons

    The teaching load for Chairpersons is one course per semester. The summer will be devoted to administrative duties and responsibilities only.

3. Reduced Teaching Loads

    Members of the faculty conducting special University sponsored projects, research and programs or who are performing other special University or University-related assignments beyond those normally expected may be approved for or granted a reduced teaching load by the academic Dean or division head in consultation with the Vice Chancellor for Academic Affairs of the campus. The projected duration and nature of the involvement shall figure heavily in such decisions.

5.6.2 Overload

A full-time member of the faculty or research staff is authorized to teach only two courses (3 to 4 credit hours) as an overload on- or off-campus each semester, above what is considered to be a normal full- time teaching load for the faculty member. This policy also pertains to Southern University faculty who teach courses at other institutions. Persons employed full-time by agencies external to the University and whose services are made available to the University are authorized

to teach only two courses (3 to 4 credit hours), on- or off-campus each semester. Faculty who teach at other institutions (as part-time, adjunct faculty, or other) or work other jobs are required to notify the Office of Human Resources.

5.7 Office Hours

At the beginning of each term, faculty members (in consultation with their Department Chairpersons) are expected to establish and be available for a determined number of office hours each week for conferences with students. At a minimum, however, each faculty member is expected to be available in the faculty member's office two hours for each class taught or eight hours spread over four days per week. The scheduled office hours as approved by the chairperson should be announced to the students in each class and posted on the faculty member's office door and/or website of the department.

5.8 Opening-of-School Activities

All faculty members are required to attend the opening convocation and other scheduled pre-school activities each semester.

5.9 Class Syllabus

Faculty members must provide their Department Chairperson and the students in each of their classes with syllabi at the beginning of each term. At a minimum, syllabi should include instructional methods, learning objectives, grading criteria and attendance policy.

5.10 Class Periods

Normally, classes that meet during the regular academic day (8:00 a.m. to 5:00 p.m.) are held for fifty minutes on Mondays, Wednesday, and Fridays and for seventy-five minutes on Tuesdays and Thursdays. Laboratory and special classes, including evening and weekend classes, may follow a different schedule. Classes usually begin at the time listed in the printed schedule and end ten minutes before the next class period begins. Instructors should vacate their classrooms within five minutes after the period ends.

5.11 Class Locations

Class locations are scheduled by the Department Chairperson and Dean. Classes should be held in the classrooms designated. If there is a need to change the location or mode of delivery of a class, it should be done only with the approval of the Department Chair, Dean, and Office of the Vice Chancellor for Academic Affairs.

5.12 Class Attendance

Faculty members are required to conduct their classes as scheduled, regularly and promptly, and in the modality published in the official course schedule approved by the Department Chairperson and Dean. Faculty members should notify their chairpersons as soon as possible when they are

going to be absent from class. Faculty members shall ensure adequate coverage of their classes during absences.

5.13 Class Records

Accurate records of all students' attendance, scores and grades should be maintained and submitted to the Department Chairperson at the end of each term. Chairpersons are responsible for circulating class rolls to each instructor at the beginning of each semester and again after the 14th class day. Students whose names do not appear on the 14th day class roll should be advised to complete the enrollment process prior to returning to class.

5.14 Examinations

5.14.A Final Examinations

Faculty members administer final examinations in accordance with the University calendar. The schedule and regulations for the administration of final examinations are published with the semester class schedule. Faculty members may not alter the examination schedule without the consent of the Vice Chancellor for Academic Affairs except in the case of graduating seniors.

5.14B Other Examinations

Other examinations may be administered by the teacher during class periods as a part of students' evaluation. Faculty members should administer a sufficient number and variety of examinations to make a fair evaluation of a student's performance possible.

5.14 Make-Up Work

Any student who presents an excuse for absences for participation in University sponsored events will be given the opportunity to complete any required assignments or exams that were missed. Any student who presents an official excuse for any other absences will be allowed to make up the assignment or exam in accordance with the policy listed in the course syllabus for that class.

5.15 Grades

5.16.A Grading System

The University uses the following system of grading: "A"-exceptional; "B"-above average; "C"- average; "D"-below average; "F"-failure; "I"-incomplete; "W"-withdrawal. The grade of "P" is used on the permanent records of undergraduate students to indicate satisfactory completion of non-traditional courses, undergraduate departmental comprehensive examinations, writing proficiency tests, and computer literacy examinations, or to indicate that students have successfully earned credit. "AU" will be given for auditing a course; however, no credit will be given. Credit for any course in which a student has received a grade

of "F" can be obtained only by repeating the course and earning a passing grade.

5.16.A Grade Reports

Mid-term and final semester grades are recorded on grade sheets provided by the office of the registrar. These grades are reported to the office of the registrar in accordance with an established and announced schedule. Copies of grade reports shall be transmitted to the Dean of the college/school and to the chairperson of the department.

5.16.C Roll Books or Computer Grade Sheets

Faculty members are required to turn in their roll books or computer grade sheets to their Department Chairperson at the end of each semester and summer term. The Department Chairperson is responsible for maintaining these roll books or computer grade sheets for at least three years (six semesters).

5.17 Incomplete Grades

Academic work which is of passing quality but because of extenuating circumstances is not complete, may be graded "I"-Incomplete. Students must initiate an incomplete grade request and must secure appropriate approval of the excuse from the instructor, department head and Dean of the college in which the course is taken. If an excuse is not received prior to issuing a final grade, the instructor is to consider the delinquent work to be of failing quality and an "I" grade should not be given. A grade of "I" becomes a grade of "F" if not removed by the end of the first six weeks of the following semester if the student is in residence; or within one year if the student is not in residence. The grade of "I" shall not be calculated in the cumulative grade-point average for retention purposes. Graduating seniors are not permitted to receive "I" grades. The instructor must submit the proper "Incomplete Grade Report" form and file the form with the Office of the Registrar when the "I" grade is submitted for recording. Copies of the grade shall also be filed in the office of the faculty member's department.

5.18 Change of Grades

Any change of grade must be initiated by the instructor on the required form available in the Office of the Registrar. Such changes require the approval of the department head and the Dean of the instructor's college before the registrar will accept and make the change on the student's record. It is the policy of the Council of Deans that Deans approve grade changes only when an error has been made. Any grade change must be received in the office of the registrar within sixty days from the start of classes in the semester immediately following the grade period (semester or summer session) in which the grade was given.

5.19 Validation of Grades

The Registrar shall submit grade verification report to each faculty member for all classes taught

by the 10th of the following academic period. Faculty members shall review the recorded grades and return the signed verification with any documented corrections to the Registrar who shall correct the grades as applicable. Copies of the verification form will be filed with the Department Chairperson and the Dean.

5.20 Faculty Evaluation by Students

Each college and department is responsible for implementing established university procedures for student evaluation of instruction. The primary purpose of this evaluation by students is to improve instruction. The results of these evaluations may be used, along with other information, in decisions regarding retention, tenure, promotion, and discretionary salary increases.

5.21 Recognition of Outstanding Achievement by Faculty

The University provides opportunities for faculty to be nominated from each department/division/school/college in the following categories: teaching, research, and service. Nominated persons are recognized during various programs and activities. In addition, faculty members are encouraged to notify the Office of the Vice Chancellor for Academic Affairs of all external recognitions received on a monthly basis.

5.22 Faculty Exchange Policy

Eligible faculty must secure approval from their Dean and the Vice Chancellor for Academic Affairs to participate in a faculty exchange program prior to submission of an application**.** The terms and conditions of the exchange program shall be fully revealed prior to the exchange approval being finalized.

5.23 International Scholar

Faculty in the Exchange Visitor J-Visa category must obtain the necessary approval prior to being offered employment by the University. Departments and incoming faculty members must comply with current immigration regulations and the University's policies and procedures outlined in the Policy on Hiring Foreign Nationals.

5.24 Check-Out Procedures

At the end of each semester and summer term (if applicable), each faculty member will complete the check-out form and submit it to the Department Chairperson. Faculty members who terminate their employment with the University are required to give adequate notice to their Department Chairperson. Once notified, the Chairperson or a designee will inform the Vice Chancellor for Academic Affairs and the Office of Human Resources. Failure to complete satisfactory clearance, including returning university property, may lead to post-employment collection efforts.

5.25 Redress to Grievances

It is the intent of the Southern University System to provide each unclassified employee with access to an administrative procedure to seek redress to grievances in employment-related matters. The employee may use the procedure to appeal decisions considered to be unfair or discriminatory because of the application of some non-meritorious factor, charges of incompetence or unsatisfactory performance of duties or other similar allegations. It is the purpose of the grievance procedure to establish the means for securing prompt and equitable solutions to such grievances.

5.26 Statement on Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship, and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

5.27 Firearms

It is illegal for an individual to carry a firearm on the campus of an educational institution. Therefore, possession or use of firearms, any type of ammunition, and other dangerous weapons, such as knives or clubs, is prohibited on any property of Southern University. This does not apply to peace officers whether or not they are engaged in the actual discharge of their duties while carrying a weapon.

5.28 Commencement and Awards Ceremonies

Faculty members are expected to participate in commencement exercises dressed in full academic regalia and the University’s annual awards ceremonies.

5.29 Textbook Selection Policy

To achieve the goal of academic excellence in the classroom, textbooks and supplemental materials selected for use in the Southern University system shall, to the extent possible, adhere and conform to the following standard of quality and use:

1. The textbook content shall sufficiently and consistently cover the scope and depth of the course for which it is to be used.
2. The textbook selected must be current and the content such that it will achieve the desired outcomes and objectives set forth in the course syllabi.
3. The textbook must contain pertinent, supportive information that is of measurable quality which is within acceptable standards and contribute to achieving the scope and depth set forth for the course in which it is to be used.
4. In selecting textbooks for currency, attention must be given to educational reform, knowledge, and technological developments in the discipline to ensure that the textbook content is relevant and useful for achieving the described course outcomes and objectives.
5. The price of textbooks should be given serious consideration that addresses both the interests and the financial circumstances of the students.
6. Machine reproduced copies of text materials to be used in the classroom as supplemental materials must adhere to the same quality and standards as set forth herein for published textbooks and must be used within legal requirements, such as copyright laws determined by prevailing state and federal mandates.

Faculty members at Southern University are encouraged to become authors of textbooks and other learning resources which might prove beneficial to students. In addition to student benefits, widely adopted textbooks represent a legitimate form of scholarship and can contribute to the positive image of a university. In cases where the author receives royalties or profit for textbook authoring, the university is obligated to ensure that there is no conflict of interest in the preparation of a manuscript or in the adoption of the textbook itself. Textbooks and other materials authored by Southern University faculty shall be utilized in course instruction only after it is approved through the textbook selection process. Faculty members are barred from selling instructional materials to students. All instructional materials must be sold and purchased through the Southern University Bookstore. This policy on textbooks also applies to software and other learning resources which provide financial benefit to the faculty member. It is within a faculty member's academic freedom to use not-for-profit materials without obtaining prior approval.

(Refer to the SU Academic Policies and Procedures Manual for the complete policy governing the selection of textbook)

CHAPTER VI

Research and Creative Activity Policies and Procedures

6.1 Institutional Research

Southern University-Baton Rouge Institutional Review Board (SUBR IRB) is the body to provide oversight for research involving (a) human subjects, (b) animals, (c) biohazards, and (d) recombinant DNA. Each type of research is governed by the subcommittee of the IRB to ensure that local, state, and federal guidelines are enforced.

6.2 Committee for the Protection of Human Subjects

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

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

Presently, SUBR IRB strongly encourages investigators to become knowledgeable of their responsibilities in and Federal regulation on the use of human subjects in research. Information on these topics may be obtained by visiting the SUBR Office of Research and Sponsored Programs.

6.3 Institutional Animal Care and Use Committee

The University and the Agricultural Research and Extension Center endorse the use of animals for

research and educational programs that enhance the health and well-being of humans and animals. However, the use of animals in teaching, research or service is a privilege. Such use carries unique professional, ethical, and moral obligations. Responsibilities to the animals include clean and adequate holding facilities, availability of proper food and water, trained animal maintenance personnel, appropriate veterinary care and appropriate use of anesthetics, analgesics, and other comfort materials.

The Public Health Service of the U.S. Department of Health and Human Services requires that all institutions carrying out research, research training, experimentation, biological testing, and teaching involving live vertebrate animals supported by the PHS adhere to the PHS Policy on Humane Care and Use of Laboratory Animals. Each institution is required to have an Institutional Animal Care and Use Committee (IACUC) that reviews all research and teaching protocols involving animals. At least once every six months, the IACUC reviews the institution's program for humane care and use of animals and inspects all of the institution's animal facilities.

The IACUC is also responsible for providing training for those working with animals and establishing a mechanism for receipt and review of concerns involving the care and use of animals at the institution. The aim of the IACUC is to facilitate research and teaching programs while ensuring adherence to sound animal management and care practices.

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

6.4 University Biohazards Safety Committee

Bio-hazardous materials is a broad category that takes into account radioactive sources, blood borne pathogens, toxic chemicals, biological poisons, etc. The Biohazards Safety Committee (BSC) ensures that research is conducted in a safe environment for faculty, students, and staff. In performing its role, the committee helps to maintain the University's compliance with federal guidelines regarding the safe use of bio-hazardous materials. BSC also (a) reviews research and teaching applications for compliance with established federal, state and local standards for safety; (b) develops and maintains documentation for safety procedures and protocols for the safe handling, storage, disposal and cleanup; (c) serves as a source of advice to researchers, supervisors and administrators on the safe use bio-hazardous materials; and (d) remains up-to- date regarding

the evolving awareness of potential dangers of bio-hazardous materials.

6.5 Institutional Recombinant DNA Research Committee

The Institutional Recombinant DNA Research Committee is charged with ensuring and reviewing proposed and current recombinant DNA research conducted at or sponsored by Southern University for compliance with National Institutes of Health (NIH) Guidelines and approving those projects that comply with the Guidelines. The review shall include:

6.5.A Assessment of the physical and biological containment levels required by the NIH Guidelines for the proposed research;

6.5.B Assessment of the facilities, procedures, practices, training, and expertise of the personnel involved in the recombinant DNA research;

6.5.C Assurance that the Principal Investigator is familiar with the current NIH Guidelines and agrees to abide by the stated provisions; and

6.5.D Ensuring compliance with all surveillance, data reporting, and adverse event reporting requirements as set forth in the NIH Guidelines.

Complete NIH Guidelines for Research Involving Recombinant DNA Molecules can be accessed at the NIH website. Individuals conducting research involving recombinant DNA at Southern University must adhere to these guidelines, irrespective of the research- funding source. Compliance with the Guidelines is mandatory.

NOTE: More detailed information for each component can be procured from the chairperson of each subcommittee.

6.6 Policy and Procedures for Possible Misconduct in Science/Academics and Plagiarism

All allegations of misconduct in science/academics sha11 be submitted on a form specially prepared by the Office of the Vice Chancellor for Academic Affairs. This form should be signed by the person making the allegation and submitted to the Chairperson of the department concerned with copies forwarded to the Dean of the appropriate colleges/schools and the Vice Chancellor for Academic Affairs. The chairperson of the department concerned, the Dean and the Vice Chancellor for Academic Affairs shall protect the confidentiality of the report. Within five (5) days of receipt of the allegation, the chairperson must forward the letter or form of allegation together with his/her comments and a signed Certification of Confidentiality to the Dean. Within two (2) days of receipt of the said documents, the Dean should sign the Certification of Confidentiality and forward it with the documents and his/her comments to the Vice Chancellor for Academic Affairs. Upon

receipt of the documents, the Vice Chancellor for Academic Affairs, in conjunction with the Dean and the respective Department Chairperson, will initiate an inquiry into the allegation.

When an allegation of misconduct has been made, an inquiry to determine whether the allegation warrants an investigation will be made immediately. Such inquiry, including a written report, will be completed within 60 days of receipt of the allegation. The report shall state what evidence was reviewed, summarize the relevant interviews and include the conclusions of the inquiry. The individua1(s) against whom the allegation was made shall be given a copy of the report of inquiry. If they comment on that report, their comments may be made part of the record. All documents relative to the inquiry and the final report will be maintained on file with the Vice Chancellor for Academic Affairs for at least three years. Such documentation will be made available to authorized Health & Human Services (HHS) personnel upon request. If the initial inquiry indicates that a full investigation is warranted, the Vice Chancellor for Academic Affairs shall, within 30 calendar days of completion of the inquiry, initiate such an investigation.

The Vice Chancellor for Academic Affairs sha1l notify the Chancellor to inform the director of the Office of Scientific Integrity (OSI) in writing prior to the initiation of an investigation. The notification shall include the name(s) of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), the Public Health Service (PHS) application or grant numbers involved, and any other pertinent information. An investigation should ordinarily be completed within 120 days of its initiation. This includes conducting the investigation, including the holding of hearings as applicable; preparing the report of the findings, making the report available for comment by the subjects of the investigation, and submitting the report to the OSI. If they can be identified, the person(s) who raised the allegation should be provided with those portions of the report that address their role and opinions in the investigation.

The Vice Chancellor for Academic Affairs, along with the Dean, the president of the Faculty Senate, and the chairperson of the University Research Council shall select persons to conduct the investigation who are impartial and have expertise in the relevant fields. Care shall be taken to avoid any real or apparent conflicts of interest or partiality in the appointment of the investigative team or in the conduct of the investigation. If such conflicts arise or become known during the course of the investigation, the person(s) involved will be removed from the investigative team by the Vice Chancellor for Academic Affairs.

At all stages, to the greatest extent possible, steps will be taken to maintain the confidentiality of the investigation and to protect the interests of the persons making the allegation(s) and those

against whom the allegation(s) have been made. Persons involved in the investigation will be required to sign a confidentiality agreement. This shall also apply to any secretarial or clerical staff who may be involved. During inquiries or investigations, persons against whom allegations have been made shall be interviewed by the investigative team and allowed to comment on the allegations. They shall also be provided with copies of the reports resulting from the inquiry or investigation and allowed to make written comments, which shall become a part of the documentation of the inquiry or investigation.

If any reasonable evidence of possible criminal violation is found during an inquiry or investigation, the director of OSI will be notified within 24 hours by the Chancellor. Such notification will also be provided if, at any stage of the inquiry or investigation, it is found that any of following conditions exists:

6.6.A There is an immediate health hazard involved;

6.6.B There is immediate need to protect federal funds or equipment;

6.6.C There is an immediate need to protect the interests of the person(s) making the allegations, or of the individual(s) who is the subject of the investigation as well as his/her co-investigators and associates, if any;

6.6.D It is probable that the alleged incident is going to be reported publicly;

6.6.E If any developments disclosed during the course of the investigation reveal facts that may affect current or potential Department of Health and Human Services (DHHS) funding for the individual(s) under investigation or that PHS needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.

All documents relative to the investigation and the final report will be maintained on file with the Vice Chancellor for Academic Affairs for at least three years after OSI accepts the final report of an investigation. Such documentation will be made available to authorized HHS personnel upon request. During the course of the investigation, the Vice Chancellor for Academic Affairs shall take whatever steps are necessary and appropriate to ensure that federal funds are protected and that the purposes of the federal financial assistance are being carried out.

In cases where the allegations are not confirmed, all necessary steps will be taken to ensure that any damage to the reputations of the persons alleged to have engaged in misconduct will be restored. In addition, the positions and reputations of persons who, in good faith, make allegations and those against whom such allegations are not confirmed will be protected. The details of the investigation will not become a public record; however, to the extent required by DHHS or university policy, the University will publicly announce, in writing, the results of the inquiry or investigation and take other appropriate actions to attempt to restore the reputations of the persons involved. The accused shall be notified of the outcome of the investigation in writing. The notice

shall include a statement that the accused has been cleared of the allegations.

The University Administration will impose appropriate sanctions on individuals against whom allegations of misconduct have been substantiated. At the completion of the investigation, the Chancellor will file a report with the director, OSI. The report shall thoroughly document the investigative process and the findings including all evidence reviewed, summarization of relevant interviews and the conclusions of the investigation. The individual(s) against whom the allegation was made shall be advised in writing of the result of the investigation. If they comment on that report, their comments may be made part of the record.

Any comment by the parties relative to the final report shall be made a part of the official record. To ensure that all scientific and administrative staff are informed of the policies and procedures and the importance of compliance with those procedures governing research and the performance of creative activity, the following actions will be taken.

(i) Upon acceptance of the policies and procedures, copies shall be distributed to all faculty and administrators concerned; At some predetermined interval, all administrators will be required to review the policies and procedures with the faculty

(ii) and the appropriate members of their staff.

6.7 Potentially Predatory Journals and Publishers (per ChatGPT)

Misconduct includes, but is not limited to, publishing with Potentially Predatory Publishers and publishing in Potentially Predatory Journals.

Definition:

Predatory journals are deceptive or disreputable academic publications that exploit the open-access publishing model by charging publication fees without providing the standard editorial and peer-review services associated with legitimate scholarly journals. These journals often misrepresent their editorial boards, impact factors, indexing credentials, and peer-review processes in order to appear credible while prioritizing profit over academic integrity.

Policy on Predatory Journals

Statement of Academic Integrity:

Southern University and A&M College upholds the highest standards of academic integrity and scholarly excellence. Faculty members are expected to contribute to reputable and peer-reviewed academic outlets that reflect the rigor and credibility required in their fields.

Publishing in or knowingly associating with predatory journals undermines the University's academic reputation, jeopardizes accreditation standards, and misleads students and stakeholders about the value of academic research.

Warning and Reprimand for Engagement with Predatory Journals

1. **Professional Responsibility Warning:**

   Faculty are strongly discouraged from submitting to, reviewing for, or serving on the editorial boards of predatory journals. Doing so may not only damage the faculty member's scholarly reputation but may also be excluded from consideration in tenure, promotion, or merit-based evaluations.

2. **Academic Consequences:**

Any publications in known predatory journals will not be recognized as valid scholarly output in the evaluation of faculty for annual review, promotion, and/or tenure.

3. **Disciplinary Action:**

   Repeated or willful engagement with predatory journals, particularly after formal notification or training, may result in disciplinary action up to and including:

   - A formal reprimand placed in the faculty member's personnel file;
   - Revocation of research-related privileges or funding;
   - Ineligibility for internal grants or leadership positions.

Faculty Support and Guidance

Faculty are encouraged to consult with their department chair, college dean, or the Office of Academic Affairs to verify the legitimacy of a journal before submitting work. The University also recommends using vetted resources such as the Directory of Open Access Journals (DOAJ), Cabells, and guidance from the Committee on Publication Ethics (COPE) to assess journal quality.

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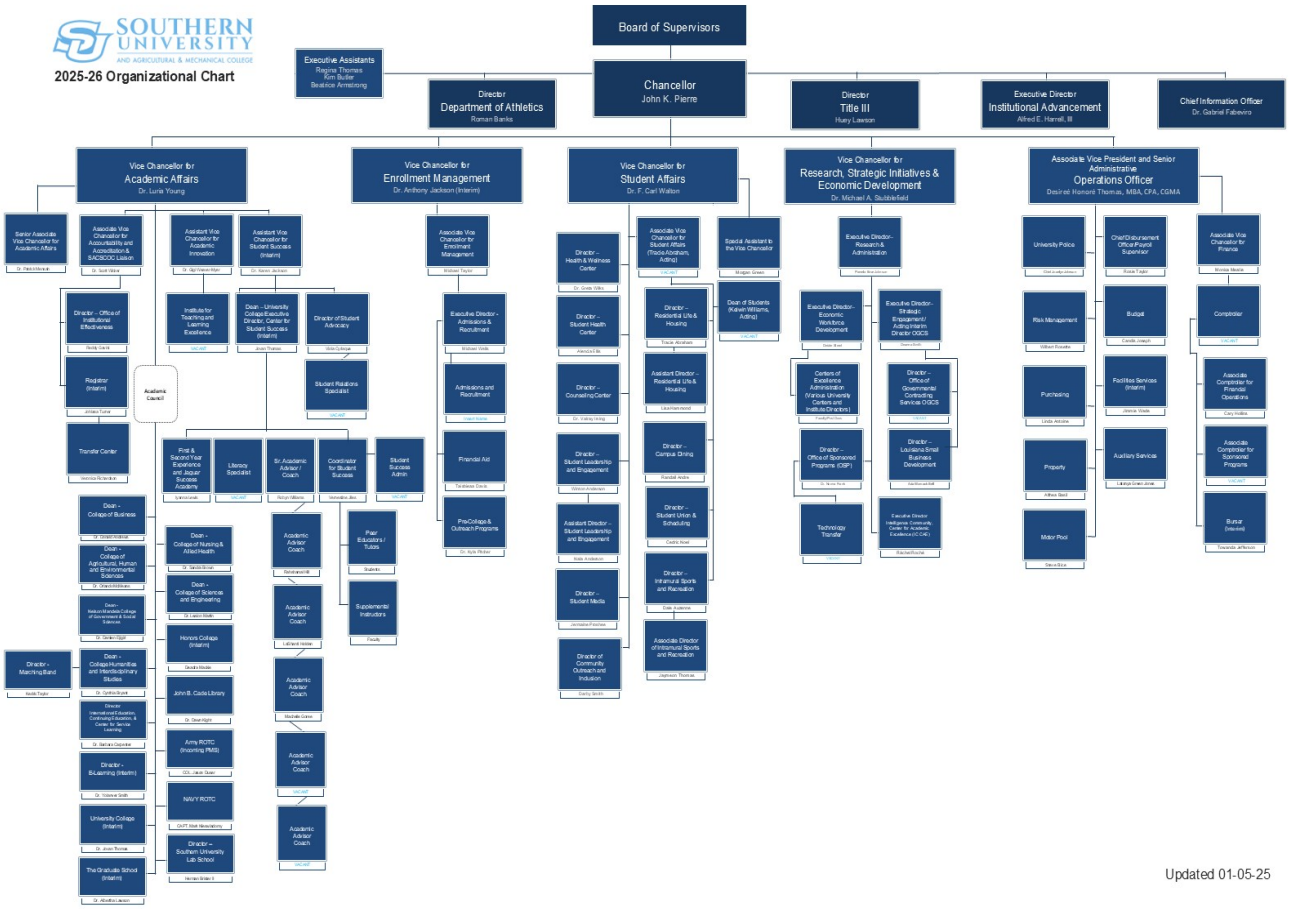
Appendix A
SUBR Organizational Chart



Appendix B

SUBR Tenure and Promotion Application and Evaluation Guide
Promotion from ASSISTANT PROFESSOR to ASSOCIATE PROFESSOR with TENURE

Applicant Information

Name:_____ Current Title:_____

Department:_____ College:_____

Number of Years in Current Rank:_____ Application Submission Date:_____

Instructions for Reviewers

1. Each section is assigned a maximum point value, not to exceed 100 points total. Reviewers should assign points based on the applicant's contributions within each category.
2. A minimum total score of 80 out of 100 is required for promotion consideration, with strong performance in each category. Each faculty member shall achieve a minimum of eighty percent (80%) of the total number of points available for teaching excellence and scholarly activities. In the case of specialized accreditation, if the standards are higher, those higher standards shall prevail.

Application Sections and Point Distribution
Maximum Total Points Possible: 100

1. Teaching Excellence (35 Points)

Teaching excellence is evaluated based on course effectiveness, innovation in pedagogy, and contributions to student success.

1. Course Evaluations by Students (5 Points)
    - Evidence Required: Summary of reports for course evaluation by students.
      5 Highly Effective
      4 Effective
      3 Moderately Effective
      2 Minimally Effective
      1 Ineffective
    - Points Assigned: ___ / 5

2. Course Development and Innovation (10 Points)
    - Evidence Required: Description of new courses developed, updates to existing courses, and use of innovative teaching and assessment methods. (5 points per course development and innovation, for a

maximum of 10 points)
- Points Assigned: ___ / 10

3. Student Success Initiatives (10 Points)
   - Evidence Required: Examples like academic advising, supplemental instruction in the Center for Student Success, development of study resources, and support provided for student learning.
     (5 points per initiative, for a maximum of 10 points)
   - Points Assigned: ___ / 10

4. Teaching Awards and Recognitions (5 Points)
   - Evidence Required: List of any teaching awards, nominations, or formal recognitions.
     (2 points per award or recognition, for a maximum of 5 points)
   - Points Assigned: ___ / 5

5. Professional Development in Teaching (10 Points)
   - Evidence Required: Participation in teaching workshops, certifications, or conferences attended for instructional improvement.
   - (5 points per professional development, for a maximum of 10 points)
   - Points Assigned: ___ / 10

Total Points for Teaching: ___ / 35

2. Scholarly Activities (30 Points)

Research and scholarship are assessed through contributions to the applicant's discipline, publications, and conference presentations within the last five (5) years.

1. Refereed/Peer-Reviewed Publications (20 Points)
   - Evidence Required: List of peer-reviewed articles, books, book chapters, or other significant scholarly work.
   - Points Assigned: ___ / 20

2. Conference Presentations (2 Points)
   - Evidence Required: List of state, regional, national, and international presentations, workshops, or invited talks.
     (2 points per international/national presentation; 1 point per regional/local presentation, for a maximum of 6 points)
   - Points Assigned: ___ / 2

3. Research Grants and External Funding (7 Points)
   - Evidence Required: Grants received, role in the grant (PI, co-PI), and

project descriptions.
(2 points per grant awarded or other external funding, for a maximum of 7 points)
- Points Assigned: ___ / 7

4. Other Scholarly Contributions (1 Points)
   - Evidence Required: Evidence of activities like editorial work, reviews for journals, or professional recognitions related to research.
     (1 point per scholarly contribution, for a maximum of 2 points)
   - Points Assigned: ___ / 1

Total Points for Scholarly Activities: ___ / 30

3. Annual Performance Evaluation (5 Points)

Evidence Required: Copies or summaries of the faculty member's annual performance evaluations over the last 1–3 years, if available. (See Appendix E for Scale)

Total Points for Annual Performance Evaluation:_____ / 5

4. Service (15 Points)

Service includes contributions to the department, college, university, and community.

1. University Service (5 Points)
   - Evidence Required: Committee memberships, leadership roles, and other university service roles.
     (3 points per university service activity, for a maximum of 6 points)
   - Points Assigned: ___ / 5

2. Professional Service (5 Points)
   - Evidence Required: Service to professional organizations, conference organization, journal reviews, etc.

(3 points per professional service activity, for a maximum of 6 points)
   - Points Assigned: ___ / 5

3. Community Engagement and Outreach (5 Points)
   - Evidence Required: Community service related to professional expertise, outreach initiatives, and partnerships.

(3 points per community engagement and outreach activity, for a maximum of 6 points)
   - Points Assigned: ___ / 5

Total Points for Service: _____ / 15

5. Mentoring (15 Points)

Mentoring includes direct support to students, junior faculty, or peers, contributing to the

academic and professional growth of others.

1. Student Mentorship (8 Points)
    - Evidence Required: Documentation of student advising, mentorship activities, or support for student research.

(3 points per student mentoring activity, for a maximum of 6 points)

- Points Assigned: ___ / 8

2. Faculty/Peer Mentorship (7 Points)
    - Evidence Required: Mentoring activities for junior faculty or colleagues, collaborative projects, and professional guidance.

(3 points per faculty/peer mentoring activity, for a maximum of 6 points)

- Points Assigned: ___ / 7

Total Points for Mentoring: ___ / 15

Summary of Points

Teaching Excellence: _____ / 35
Scholarly Activities: _____ / 30
Annual Performance Evaluation: _____**/5**
Service: _____ / 15
Mentoring: _____ / 15

Total Points: _____ / 100

Evaluator Signature:_____Date:_____

Appendix C

SUBR Tenure and Promotion Application and Evaluation Guide

Promotion from ASSOCIATE PROFESSOR to FULL PROFESSOR (with TENURE, if applicable)

Applicant Information

Name:_____ Current Title:_____

Department:_____ College:_____

Number of Years in Current Rank:_____ Application Submission Date:_____

Instructions for Reviewers

1. Each section is assigned a maximum point value, not to exceed 100 points total. Reviewers should assign points based on the applicant's contributions within each category.
2. A minimum total score of 90 out of 100 is required for promotion consideration, with strong performance in each category. Each faculty member shall achieve a minimum of eighty percent (80%) of the total number of points available for teaching excellence and scholarly activities. In the case of specialized accreditation, if the standards are higher, those higher standards shall prevail.

Application Sections and Point Distribution
Maximum Total Points Possible: 100

1. Teaching Excellence (35 Points)

Teaching excellence is evaluated based on course effectiveness, innovation in pedagogy, and contributions to student success.

1. Course Evaluations by Students (5 Points)
    - Evidence Required: Summary of reports for course evaluation by students.
        1. 5 Highly Effective
        2. 4 Effective
        3. 3 Moderately Effective
        4. 2 Minimally Effective
        5. 1 Ineffective
    - Points Assigned: ___ / 5
2. Course Development and Innovation (10 Points)
    - Evidence Required: Description of new courses developed, updates to existing courses, and use of innovative teaching and assessment methods.
      (5 points per course development and innovation, for a maximum of 10 points)
    - Points Assigned: ___ / 10
3. Student Success Initiatives/Teaching Awards and Recognitions (10 Points)

- Evidence Required: Examples of initiatives like academic advising, supplemental instruction in the Center for Student Success, development of study resources, and support provided for student learning.
  (2 points per award or recognition, for a maximum of 5 points)
- Points Assigned: ___ / 5

4. Teaching Awards and Recognitions (5 Points)
   - Evidence Required: List of any teaching awards, nominations, or formal recognitions.
     (2 points per award or recognition, for a maximum of 5 points)
   - Points Assigned: ___ / 5

5. Professional Development in Teaching (10 Points)
   - Evidence Required: Participation in teaching workshops, certifications, or conferences attended for instructional improvement.
     (5 points per professional development, for a maximum of 10 points)
   - Points Assigned: ___ / 10
     Total Points for Teaching: ___ / 35

2. Scholarly Activities (35 Points)
Research and scholarship are assessed through contributions to the applicant's discipline, publications, and conference presentations within the last five (5) years.

1. Refereed/Peer-Reviewed Publications (20 Points)
   - Evidence Required: List of peer-reviewed articles, books, book chapters, or other significant scholarly work.
   - Points Assigned: ___ / 20

2. Conference Presentations (5 Points)
   - Evidence Required: List of state, regional, national, and international presentations, workshops, or invited talks.
     (2 points per international/national presentation; 1 point per regional/local presentation, for a maximum of 6 points)
   - Points Assigned: ___ / 5

3. Research Grants and External Funding (7 Points)
   - Evidence Required: Grants received, role in the grant (PI, co-PI), and project descriptions.
     (2 points per grant awarded or other external funding, for a maximum of 7 points)
   - Points Assigned: ___ / 7

4. Other Scholarly Contributions (3 Points)
   - Evidence Required: Evidence of activities like editorial work, reviews for

journals, or professional recognitions related to research.
(1 point per scholarly contribution, for a maximum of 2 points)

- Points Assigned: ___ / 3

Total Points for Scholarly Activities: ___ / 35

3. Annual Performance Evaluation (5 Points)
Evidence Required: Copies or summaries of the faculty member's annual performance evaluations over the last 1–3 years, if available. (See Appendix E for Scale)

Total Points for Annual Performance Evaluation: ___ / 5

4. Service (10 Points)
Service includes contributions to the department, college, university, and community.

1. University Service (4 Points)
   - Evidence Required: Committee memberships, leadership roles, and other university service roles.
     (3 points per university service activity, for a maximum of 6 points)
   - Points Assigned: ___ / 4
2. Professional Service (3 Points)
   - Evidence Required: Service to professional organizations, conference organization, journal reviews, etc.
     (3 points per professional service activity, for a maximum of 6 points)
   - Points Assigned: ___ / 3

3. Community Engagement and Outreach (3 Points)
   - Evidence Required: Community service related to professional expertise, outreach initiatives, and partnerships.
     (3 points per community engagement and outreach activity, for a maximum of 6 points)
   - Points Assigned: ___ / 3

Total Points for Service: ___ / 10

5. Mentoring (15 Points)
Mentoring includes direct support to students, junior faculty, or peers, contributing to the academic and professional growth of others.

1. Student Mentorship (5 Points)
   - Evidence Required: Documentation of student advising, mentorship activities, or support for student research.
     (3 points per student mentoring activity, for a maximum of 6 points)
   - Points Assigned: ___ / 5

2. Faculty/Peer Mentorship (10 Points)
   - Evidence Required: Mentoring activities for junior faculty or colleagues,

collaborative projects, and professional guidance.
(3 points per faculty/peer mentoring activity, for a maximum of 6 points)

- Points Assigned: ___ / 10

Total Points for Mentoring: ___ / 15

Summary of Points

Teaching Excellence: _____ / 35

Scholarly Activities: _____ / 30

Annual Performance Evaluation: _____**/5**

Service: _____ / 20

Mentoring: _____ / 10

Total Points:_____/ 100

Evaluator Signature:_____Date:_____

Appendix D

Point(s) Distribution Guide
Scholarly Activities and Annual Performance Evaluations

- Promotion from Assistant Professor to Associate Professor with Tenure (30 Points)
- Promotion from Associate Professor to Full Professor with Tenure (40 points)

Scholarly Activities

1. *Refereed/Peer-Reviewed Publications (20 points), please refer to the definition of peer reviewed publications in Appendix F.
    - Book published: 15 points per book (single or co-authorship**)
    - Book Chapter: 5 points per chapter (single or co-authorship**)
    - Journal Articles: 10 points per article
    - Creative Works: Creative works are limited to specific disciplines (Art, Music, Dance, Filmmaking)
        - National scale -- 10 points
        - Regional -- 7 points
        - Local -- 5 points

2. Conference Presentations (2 points)
    - International/National -- 2 points per presentation, for a maximum of 6 points
    - Regional and Local -- 1 point per presentation, for a maximum of 6 points

3. Research Grants and External Funding (7 points maximum, with 2 points per grant awarded or other external funding)

4. Other Scholarly Contributions (1 point per contribution, for a maximum of 2 points)

***Requirement for Refereed Publications**
All applicants must have at least two (2) refereed/peer-reviewed publications to be promoted. One of the two refereed/peer-reviewed publications should be a single authorship.

****Co-Authorship**
The points awarded for publications with more than one author will receive the total points possible divided by the number of authors with a minimum of 1 point. The corresponding author receives an additional three (3) points with documentation or evidence as corresponding author. For example, a refereed article with six authors will receive the total number of points divided by 6 (10 points / 6 authors = 1.67). The number should be rounded up to the second significant digit.

Appendix E

Annual Performance Evaluations

5 Points	The faculty member has consistently received ratings of "Exceeds Expectations," "Outstanding," or equivalent across all categories of the annual evaluations over the review period. Demonstrates sustained excellence in teaching, scholarship, service, and professional conduct.
4 Points	The faculty member has received predominantly "Meets Expectations" ratings with some "Exceeds Expectations" or equivalent. Performance is strong and dependable, with occasional areas of distinction.
3 Points	The faculty member is generally rated as "Meets Expectations" across evaluation categories. May include minor concerns or inconsistencies, but overall meets institutional standards.
2 Points	The faculty member has inconsistent performance, with a mix of "Meets Expectations" and occasional "Needs Improvement" ratings. Evidence of improvement may be limited or not sustained.
1 Point	The faculty member has received multiple ratings of "Needs Improvement" or similar concerns. There may be documented efforts to improve, but evidence of significant progress is minimal or unclear.
0 Points	One or more ratings of "Unsatisfactory" or "Needs Improvement" with no evidence of growth or responsiveness to feedback over time.

Appendix F

Tenure and Promotion Application
Definition/Clarification of Information

Books

Books must be peer reviewed, contribute to the knowledge of the discipline, and must not be self-published.

Co-Authorship

The points awarded for publications, including refereed books and articles, with more than one author will receive the total points possible divided by the number of authors with a minimum of 1 point. The corresponding author receives an additional three (3) points with documentation or evidence as corresponding author. For example, a refereed article with six authors will receive the total number of points divided by 6 (10 points / 6 authors = 1.67). The number should be rounded up to the second significant digit.

Conference Proceedings

A published record of a conference, symposium, or other meeting that includes abstracts or reports of papers presented by participants. Conference proceedings are not considered peer reviewed publications.

Creative Works

Creative works are peer reviewed original intellectual or artistic products, created through imaginative, interpretive, or inventive skills, which expresses ideas, emotions, or concepts, and are intended to contribute to knowledge, culture, or aesthetic experience in the discipline. Creative works may take written, visual, auditory, digital, or performance-based forms and are typically evaluated by juried selection, peer review, public exhibition, or professional recognition

.**Peer Reviewed**

"A peer-reviewed publication is a scholarly publication where the articles go through a rigorous review process by experts in the same field. The goal of this process is to ensure that the information is high-quality and worthy of publication. Peer-reviewed publications are also known as scholarly or refereed publications. They are often published by professional organizations, universities, research centers, or scholarly presses." (Google AI). Faculty must have at least two (2) refereed/peer-reviewed publications. One of the two refereed/peer-reviewed publications should be a single authorship.

Predatory Journals, Publishers, and Other Publications

Predatory journals, publishers, and other publications are deceptive or disreputable academic publications that exploit the open-access publishing model by charging publication fees without

providing the standard editorial and peer-review services associated with legitimate scholarly journals. These journals often misrepresent their editorial boards, impact factors, indexing credentials, and peer-review processes in order to appear credible while prioritizing profit over academic integrity.

Appendix G

SUBR Promotion Table Points Distribution

Category	Assistant Professor to Associate Professor with Tenure	Associate Professor to Full Professor with Tenure
1. Teaching Excellence	35	35
2. *Scholarly Activities	30	40
3. Annual Performance Evaluation	5	5
4. Service	15	10
5. Mentoring	15	10
TOTALS	**100**	**100**

Assistant Professor to Associate Professor with Tenure
A minimum total score of **80 out of 100** is required for promotion consideration, with strong performance in each category. The minimum number of points must be earned in Teaching Excellence and Scholarly Activities.

Associate Professor to Full Professor (with Tenure, if applicable)
A minimum total score of **90 out of 100** is required for promotion consideration, with strong performance in each category. The minimum number of points must be earned in Teaching Excellence and Scholarly Activities.

***The minimum number of points are required for Scholarly Activities.**
Promotion from Assistant Professor to Associate Professor with Tenure (30 Points)

Promotion from Associate Professor to Full Professor with Tenure (40 points)

All applicants must have at least two (2) refereed/peer-reviewed publications to be promoted. One of the two refereed/peer-reviewed publications should be a single authorship.

Appendix H

SUBR Tenure and Promotion Evaluation Guide
LIBRARY FACULTY

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

- Excellence in librarianship
- Research, publications, and creative activities
- Professional training and experience
- Professional activities
- University service

The revised system for granting promotions and tenure makes it necessary for an applicant for promotion and tenure to be given a quantitative evaluation on each criterion listed. A point scale is assigned to each criterion and to the sub-categories thereof, and a -minimum number of points is required for favorable consideration.

1. Excellence in librarianship - 50 points
   A. Dean's evaluation - 20 points
   B. Chairperson/Department Head's evaluation - 15 points
   C. Peer Evaluation - 10
   D. Student Evaluation – 5

II. Research, publications and creative activities - 10 points
   A. Research completed within past five years
      1. Book published or accepted for publication –
         a. Authorship - 15 points
         b. Co-authorship (1/2 credit)
   B. Cited in research for published book - 3 points

2. Contribution of a chapter or an article in a monograph or book - 10 points
3. Article published or accepted for publication (print or electronic)
   A. Refereed journal-10 points
   B. Non-refereed journal-5points Co-authorship - 2 points
   C. Cited in research for published articles - I point
4. Creative works performed or displayed on a National scale - 10 points Regional/State - 6 points, Local - 4 points
   A. Co-producers (1/2 credit)
5. Published abstracts, annotated bibliography, reviews, handbooks & brochures National - 10 points
   A. Regional - 8 points Local - 5 points

6. Editorial Involvement Editor of a refereed journal or chairperson of an editorial board - 10 points
    A. Editor of non-refereed journal chairperson - 5 points
    B. Chairperson of a review panel for creative works - 5 points
    C. Member of an editorial staff or board of a refereed journal - 5 points
    D. Member of an editorial staff or board of a non-refereed journal - 2.5 points
7. Research in Progress – 5 points

III. Professional Training and Experience - 15 points

1. Educational Attainment

A. Attainment of earned Terminal Degree (MLS is terminal degree for Librarians)
B. in Library Science - 8 points
C. not in Library Science - 4 points
D. Earned Specialist degree or completion of 24 hours of graduate work above the master's degree in Library Science 3 points
E. Completion of all but dissertation - 5 points
F. Attainment of Doctoral Degree - 4 points

2. Experience

A. Experience in librarianship
    a. College or University level 1/2 point per year up to 20 years
    b. Non-college level teaching - ¼ point per year up to 16 years
    c. Other professional experience related to Library Science - ¼ point per year up to 16 years
    d. Non-degree study: formal or informal course work, travel, and participation in conferences of developmental workshop, etc., over past five years - 6 points

IV. Professional activities and community service - 15 points

1. Professional activities over past five years - 10 points maximum

A. Service as an officer in a leading professional organization at the:
    a. International or national level - 2.5 points per office
    b. Regional or state level - 1.5 per office
    c. Local level - 1point per office
B. Service on a committee of professional organization as
    a. Chairperson
        i. National-2 points each
        ii. Regional - 1.5 point each
        iii. Local - 1 point each
    b. an active member - 1 point each
C. Presentations at seminars, conventions, or conferences

a. National – 5
b. Regional - 3
c. Local - 2

D. Attendance at professional meetings
   a. National- 3 points each
   b. Regional or state - 2 points each
   c. Local level - I point each

E. Securing grants for university programs - 2.5 points per Grant

F. Active membership in honor societies or professional organizations - 1.5 points

2. Community Service over past five years - 5 points maximum

A. Service as an active member of a community public body having constitutional status of a government authority as
   a. An officer
      i. President - 2 points
      ii. Vice President - 1.5 points
      iii. Secretary-Treasurer - 1 point
      iv. All other officers - .5 points
   b. chairperson of a committee but not an officer - 2 points
   c. an active member only – not an officer - 1 point

B. Participation in community service activities - working for charitable or civic causes, making monetary contributions, attending or participating in programs or meetings on matters of community interest, etc. - in other than membership capacity - 2.5 points

C. Participation in a civic service, or religious organization - voters leagues, scouts, Kiwanis, sodality, etc., - as
   a. an officer
      i. President - 2 points
      ii. Vice President - 1.5 points
      iii. Secretary or Treasurer - 1 point
      iv. All other officers - .5 points
   b. a committee chairperson not an officer - 1.5 points
   c. an active member - not an officer or chairperson of a committee - 1point

V. University (Southern) service over past five years - 10 points

1. Library Service - 5 points

A. Active participation on library committees and task forces
   a. Chairperson - 2 points
   b. Member - 1 point

B. Service as a representative of the library to professional or governmental bodies or agencies; Service as editor or contributor to in-house - publications; Preparation of exhibits or programs within the Library - 3 points

2. University Service - 3 points

A. Active participation on university and university-related committees and task forces.
B. Officer for Faculty Senate
C. Committee chairperson for faculty senate
D. Presentations or seminars to, or consultations with, faculty and student groups within the university relating to professional matters.
E. Service as an advisor to student groups recognized by the University
F. Preparation of exhibits or programs within the University
G. Consulting or advisory service to off-campus programs

3. Service to the Public - 2 points

A. Presentation of informational public lectures or addresses
B. Service to community libraries museums or historical societies..

4. Service to faculty and students- 2 points: engages in faculty collaboration and student development by providing information literacy instruction in formal classroom settings, offering bibliographic counseling (both formal and informal), and contributing to student success through ongoing academic mentoring and research support. 2 points Note: There will be a tenure and non-tenure track for Librarians.

Appendix I

Provision On Procedures To Amend Or Edit The Faculty Handbook

The Faculty Handbook Review Committee shall be a standing committee tasked with the responsibility of reviewing the Handbook biannually to determine if amendments or revisions are needed in the document. The committee shall be comprised of eight (8) members, plus the VCAA (or a designee) as a ninth, ex-officio member. Four (4) members shall be nominated by the Faculty Senate from among senior-level faculty and four (4) members from the Deans. The VCAA, or a designee, shall serve as the chair of the committee, but shall not have voting power.

For the purposes of this article, editorial changes to the Handbook refer to cosmetic changes (updates in language, deadlines, etc.) that do not change the substantive content of the document. Amendments refer to provisions not included in the Revised Handbook (Fall 2025) that either substantively introduce new policies and procedures, modify, or override existing provisions of the Handbook.

Amendments or editorial changes to the Faculty Handbook may be proposed in two (2) ways. First, amendments and revisions may be proposed by a majority vote of the Faculty Handbook Review Committee. Secondly, amendments and revisions may be proposed by a majority vote of the Faculty Senate and submitted to the Faculty Handbook Review Committee for consideration. Once an amendment or editorial change is formally proposed, there shall be a written notification to the faculty through normal university channels informing them of the proposed change. In addition, there shall be a thirty-day (30) period for public comment whereby faculty members will have the opportunity to express their opinions regarding the proposed changes. For the purposes of this article, the 30-day period begins on the date that the public notice is communicated to the faculty.

Proposed amendments and editorial changes shall be adopted in the following manner: (1) Amendments and editorial changes require the affirmative vote of sixty (60) percent of the members of the Faculty Senate and the affirmative vote of at least sixty (60) percent of the Council of Academic Deans plus the VCAA. (2) Once the amendments and revisions receive the requisite approval from the Faculty Senate and the Academic Council of Deans and VCAA, they shall be submitted to the Chancellor for his/her approval. In the case of editorial changes, the approval of the Chancellor represents the final step in the process. Because amendments represent substantive changes in policy, they shall be submitted to the Southern University Board of Supervisors upon the recommendation of the Chancellor.

Approved by the Southern University System Board of Supervisors on August 15, 2025