

**BYLAWS AND REGULATIONS**  
**OF THE**  
**BOARD OF SUPERVISORS**  
**OF**  
**SOUTHERN UNIVERSITY**  
**AND**  
**AGRICULTURAL**  
**AND**  
**MECHANICAL COLLEGE**

**BATON ROUGE**

**NEW ORLEANS**

**SHREVEPORT**

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**BYLAWS AND REGULATIONS**  
**OF THE**  
**BOARD OF SUPERVISORS**  
**SOUTHERN UNIVERSITY AND AGRICULTURAL**  
**AND MECHANICAL COLLEGE**

**PREAMBLE**

The Southern University System includes the following institutions: Southern University and Agricultural and Mechanical College at Baton Rouge, the Southern University Law Center, Southern University at New Orleans and Southern University at Shreveport, the Agricultural Research and Extension Center administered by the Board, and any other college, university, school, institution or program now or hereafter assigned to the Southern University Board of Supervisors. The System is concerned with the affairs of the mind, with learning and its visible expression in scholarship, with the preparation of highly skilled individuals for the labor force, and with the overall improvement of the quality of life. These concerns are addressed within the framework of the mission of the System, through flexible curricula which embrace many of the areas of learning, through faculty of high academic quality, and through those other components which enable a university to meet the emerging new changes arising out of the growing complexity of American society.

(4-23-99)

(10-26-01)

The Southern University System is committed to the education of a diverse clientele. Academically talented and well prepared students as well as students who show promise but whose backgrounds reflect the nature of the educational systems to which they have been exposed are admitted to each of the System's campuses. The University's record in transforming both groups of students into scholars and productive citizens is uniquely unassailable. In assuming this vital task, the Southern University System performs a special function for the State of Louisiana and the nation. Further, by virtue of its concerns for the education of disadvantaged youth, enrollment status, and exit patterns, the Southern University System is a major means through which minority and disadvantaged citizens may receive a quality post-secondary education in Louisiana.

(10-26-01)

The Southern University System has had an enormously positive impact on the social, economic, and professional character of the entire State of Louisiana. As its mission continues to be modified and its curricula and other components units updated, the services which the Southern University System will provide for the citizens of Louisiana will be of immeasurable value.

## PART I

### SOUTHERN UNIVERSITY BOARD OF SUPERVISORS: CREATION, POWERS, MEMBERSHIP AND DOMICILE

- A. Creation.** *Article VIII, Section 7 of the 1974 Constitution of the State of Louisiana* authorizes the creation of the Southern University Board of Supervisors as a body corporate.
- B. Powers.** Subject to powers vested in the Board of Regents by *Article VIII, Section 5 of the 1974 Constitution of the State of Louisiana*, the Board of Supervisors shall supervise and manage the Southern University System and its several components including the statewide agricultural programs and other programs administered through its System.
- C. Membership.** The Board shall be composed of two members from each congressional district of the State, and one member from the State at large, all appointed by the Governor, with the consent of the Senate, and one student member. The student member is selected by and from the membership of a council composed of student body presidents of the colleges and universities under the management and supervision of the Board of Supervisors. All of these shall be voting members. The members shall serve overlapping terms of six years, following initial terms fixed by law. The term of the student member shall not exceed one year, in accordance with applicable law; and no student member shall be eligible to succeed himself. The student member shall serve until his successor takes office.  
(4-23-99) (10-26-01)  
(6-21-02)
- D. Domicile.** The domicile of the Board of Supervisors of Southern University and Agricultural and Mechanical College shall be East Baton Rouge Parish, Louisiana.

## PART II

### BYLAWS OF THE BOARD OF SUPERVISORS

#### ARTICLE I

#### DEFINITIONS

- A. The Board of Supervisors of Southern University and Agricultural and Mechanical College.** *The Board of Supervisors of Southern University and Agricultural and Mechanical College or Board*, as used in these bylaws, shall be composed of the members of the Board of Supervisors, duly appointed and qualified as provided by law.
- B. Chairman of the Board.** The term *Chairman of the Board*, as used in these bylaws, shall refer

to the Supervisor who is the duly elected Chairman of the Board of Supervisors.

**C. University System or System.** The term *University System* or *System*, when used in these bylaws, shall refer to the system of campuses and other facilities governed by the Board of Supervisors, including:

1. Southern University and Agricultural and Mechanical College at Baton Rouge.
2. Southern University at New Orleans.
3. Southern University at Shreveport. (4-23-99)
4. Southern University Law Center.
5. Southern University Agricultural Research and Extension Center  
(10-26-01)
6. Any other college, university, school, institution or program now or hereafter assigned to the Southern University Board of Supervisors.

**D. President of the University System.** The term *President of the University System* or *President*, as used in these bylaws, shall refer to the duly appointed President or acting President of the University System and Secretary to the Board of Supervisors and its committees.

**E. Chancellor.** The term *Chancellor*, as used in these bylaws, shall refer to the administrative head of a campus, professional school, or other statutory units of the University System as designated by the Board. (4-23-99)

F. The masculine gender, when used in these bylaws, shall also denote the feminine gender, when applicable. (10-26-01)

G. Unclassified Employees. All employees who are not members of the classified services of the State of Louisiana shall be unclassified employees. (10-26-01)

H. Classified Employees. Employees whose appointments are governed by the rules and regulations of the Department of Civil Service for the State of Louisiana shall be classified employees. (10-26-01)

## ARTICLE II

### OFFICERS AND PERSONNEL OF THE BOARD

#### Section 1. Chairman and Vice-Chairman.

- A. Election.** The Board shall elect officers at its November meeting each year, for a term beginning January 1. These officers shall be the Chairman and Vice Chairman. The terms of the Chairman and Vice Chairman shall be for a period of one year. An **elected** officer of the Board shall not serve more than two years in the same position during any six-year term as a member of the Board. ( 4-23-99)  
(10-26-01)
- B. Vacancy.** Should a vacancy occur in the chairmanship, the Vice-Chairman shall assume the position of Chairman for the remainder of the unexpired term. Should a vacancy occur in the Vice-Chairmanship, the Board shall elect a successor from its membership to serve the remainder of the unexpired term. The Board may elect other officers as it may deem necessary.
- C. Duties.** The Chairman of the Board shall preside over all meetings of the Board, serve as ex-officio member of all committees, appoint members of all standing and special committees, and fill all vacancies in the membership of such committees in accordance with the provisions of these bylaws. The Chairman shall have the right to vote as a member of the Board and as an ex-officio member of the Board's committees.

The Vice-Chairman of the Board shall perform the duties of the Chairman in his absence. In the event that both the Chairman and Vice-Chairman are absent from a Board meeting, the Board shall elect a temporary chairman from those present to preside at that meeting, provided a quorum is present.

#### Section 2. Board Secretary.

The President of the University System shall be Secretary to the Board, its Executive Committee and other standing and special committees.

#### Section 3. Board Office Personnel.

There shall be employed in the office of the Board such personnel as may be required for its efficient operation. The office personnel shall function under the direction and supervision of the Board, through its Chairman.

**ARTICLE III**  
**COMMITTEES**

**Section 1. Standing Committees.**

Unless and until otherwise decided by the affirmative vote of a majority of the members of the Board, the standing committees of the Board shall consist of the following:

- A. Academic Affairs Committee
- B. Athletics Committee
- C. Executive Committee
- D. Facilities and Property Committee
- E. Finance and Audit Committee
- F. Governance Committee
- G. Personnel Affairs Committee
- H. Legislative Committee
  - I. Legal Affairs Committee
  - J. Student Affairs Committee (1-7-00) (3-27-09)

Only members of a Committee shall have the authority to vote during its meetings. (3-27-09)

**Section 2. Appointment and Term.**

The Chairman of the Board, at the time he assumes office, shall appoint the chairmen, vice-chairmen, and members of all standing committees, except as indicated in Article III, Section 3 below. The terms of chairmen, vice-chairmen, and members shall be concurrent with that of the Chairman of the Board. The Chairman of the Board shall serve as ex-officio voting member of all committees.

Vacancies occurring in the membership of any committee shall be filled by appointments made by the Chairman of the Board for the remainder of his term.

**Section 3. Officers of Standing Committees.**

It shall be the duty of the chairman of each committee, with the concurrence of the Chairman of the Board, to call and to preside over committee meetings. The minutes of the meeting of the committee, documenting its actions and recommendations, shall be deemed in compliance with the provisions of Article V, Section 3, hereof, concerning the written recommendations of the committees.

In the absence of the chairman of the committee, the vice-chairman shall preside. In the event both the chairman and the vice-chairman of the committee are absent from a meeting, the committee shall elect a temporary chairman from those present, provided a quorum is present.

**Section 4. Quorum of Committee Meetings.**

A majority of the members of any committee of the Board shall constitute a quorum for the transaction of business. When a quorum is not present, the chairman of the committee, or vice-chairman, in the chairman's absence, may designate a member of the Board to serve as a substitute member of the committee.

**Section 5. Authority of Committees.**

The authority of committees of the Board shall be subject to these bylaws and to the policies and direction of the Board. Ordinarily, matters shall be referred to the appropriate standing committee; however, nothing shall prohibit the direct consideration of any matter by the Board.

**Section 6. Executive Committee.**

- A. Membership, Duties.** The Executive Committee shall consist of the Chairman and Vice-Chairman of the Board, the Chairmen of the Board's standing committees, and one member-at-large to be designated by the Chairman of the Board. The Chairman and the Secretary to the Board shall be chairman and secretary, respectively, of the Executive Committee. It shall consider such matters as are referred by the Board, and shall execute such orders and resolutions as shall be assigned at any meeting of the Board. It shall also take such action as is necessary when an emergency requiring immediate action arises during an interim between Board meetings.

An affirmative vote by a majority of the full membership of the committee shall be required for all transactions.

- B. Ratification of Action.** All acts of the Executive Committee shall be submitted to the Board for ratification or rejection at the Board's next meeting, except in matters where the Board has delegated to the Executive Committee full power to act.
- C. Meetings.** Meetings of the Executive Committee shall be held in the month in which the full Board does not meet, for the consideration of matters set forth in Section 6(A) above. The Executive Committee shall also meet at other times designated by the Chair or action of the Board. (4-23-99)

**Section 7. Academic Affairs Committee**

The Academic Affairs Committee shall consist of at least five members. Matters concerning academic organization, curricula, faculty affairs (except personnel policy), scholarships, admissions standards, matters concerning the academic welfare of students, other academic affairs. (1-7-00) (3-27-09)

**Section 8. Athletics Committee.**

The Athletics Committee shall consist of at least five members. All matters concerning athletics programs shall ordinarily be referred to this committee. (10-26-01)

**Section 9. Facilities and Property Committee**

The Facilities and Property Committee shall consist of at least five members. All matters relating to health and safety standards, the physical plant, and the property and grounds of the University System shall ordinarily be referred to this committee. (1-7-00)

**Section 10. Finance and Audit Committee**

The Finance and Audit Committee shall consist of at least seven members. All matters concerning financial and budgetary operations of the University System shall ordinarily be referred to this committee.

(1-7-00) (3-27-09)

**Section 11. Governance Committee**

The Governance Committee shall consist of at least seven members. All matters relating to amendments or changes to the Board's Bylaws and Regulations, development of a policy and procedures manual which will include procedures for presidential and chancellor selection, presidential evaluation, orientation, and a code of ethics for Board members, grievance policies and procedures and other duties assigned by the Board shall ordinarily be referred to this committee.

(4-23-99)

**Section 12. Legislative Committee**

The Legislative Committee shall consist of at least five members. All matters relating to the State Legislature shall ordinarily be referred to this committee.

(1-7-00)

**Section 13. Personnel Affairs Committee**

The Personnel Affairs Committee shall consist of at least five members. All matters relating to the evaluation of the System President, personnel policy, and all personnel action forms requiring Board action shall ordinarily be referred to this Committee.

(4-23-99) (03-27-09)

**Section 14. Legal Affairs Committee**

The Legal Affairs Committee shall consist of at least five members. The Board's legal counsel and university officials shall present to this committee all major legal matters requiring Board action, information pertaining to major litigation (except the higher education desegregation lawsuit), discussions relative to proposals for the settlement of lawsuits requiring Board approval, the occurrence of incidents of a high profile nature that have the potential for litigation and/or which present major liability exposure for the University.

(1-7-00)

**Section 15. Student Affairs Committee**

The Student Affairs Committee shall consist of at least five members, one of whom shall be the student member of the Board. All matters of policy in the non-academic area pertaining to student welfare and affairs shall ordinarily be referred to this Committee.

(3-27-09)

**Section 16. Special Committees.**

Special committees may be created with such functions, powers, and authority as may be designated by the Board Chairman or authorized by the Board. Unless otherwise provided in the action creating such a committee, the Chairman of the Board shall determine the number of its members and designate the chairman and vice-chairman thereof. The Chairman may also appoint ad hoc committees with special assignments for specified periods of existence, not to exceed the completion of the assigned tasks.

(4-23-99)

## **ARTICLE IV**

### **MEETINGS**

#### **Section 1. Regular Meetings.**

The Board of Supervisors shall hold at least nine regular meetings in each calendar year, including at least one in each quarter of the calendar year. Other meetings of the Board may be called and held as provided by any rule, regulation, or resolution adopted by the Board.

#### **Section 2. Special Meetings.**

Special meetings of the Board may be called by the Chairman any time, or upon written request therefor from five members of the Board. In each instance, the call of the meeting shall specify the purpose(s) of the meeting. Notification shall be sent by certified mail, return receipt requested, facsimile or other electronic transmission; or, overnight courier service, to each member of the Board at least ten calendar days before the time of the meeting.

The Board shall not act upon any matter not specified in the request for a special meeting, except upon the vote of two-thirds of the entire membership of the Board.

#### **Section 3. Recessed Meetings.**

All meetings may be recessed from day to day until the completion of business.

#### **Section 4. Quorum.**

A majority of the Board shall constitute a quorum for the transaction of business at any regular or special meeting.

## ARTICLE V

### ORDER OF BUSINESS

#### **Section 1. Rules of Order.**

*Robert's Rules of Order* (latest revision) shall constitute the rules of parliamentary procedures applicable to all meetings of the Board, when not in conflict with any of the provisions of these bylaws.

#### **Section 2. Order of Business.**

In regular meetings of the Board, the order of business shall include the following:

- A. Roll Call
- B. Approval of the Agenda
- C. Public Comments
- D. Approval of minutes of the preceding regular meeting and all special meetings held subsequent thereto.
- E. Reports and recommendations of standing and special committees.
- F. Reports and recommendations of the President.
- G. Other business. (10-26-01)
- H. Reports for Board information. (3-27-09)

#### **Section 3. Reference to Committees.**

In cases where feasible and desirable, before the Board takes action, any subject or measure should ordinarily be referred to the standing or special committee(s) in whose purview the matter falls. The committee to which the matter is referred should act on it and submit to the Board its recommendations in writing, together with any resolutions necessary to support such recommendations. However, this provision is not to be construed as preventing the Board from considering directly any matter which it judges could be more expeditiously and amicably handled by the Board.

( 4-23-99) (10-26-01)

#### **Section 4. Meetings.**

In order that all interested parties and the public may be informed of all activities of the Board, it shall be the policy of the Board that all meetings be open to the public. Only when personnel or equally sensitive matters (e. g., litigation) are under consideration shall the Board enter into closed or executive session; provided, however, that no final or binding action shall be taken in conformity with R.S. 42:6. Public notice of all meetings shall be given at least ten days prior to the meetings.

The Board's Secretary, in consultation with the Chairman of the Board, shall prepare a tentative agenda and shall forward the agenda with its supporting data to each member of the Board at least ten days prior to a regular meeting of the Board. Particular items shall be included on the agenda by the Secretary, at the request of a member of the Board. (4-23-99)

Each recommendation submitted to the Board shall be accompanied by an appropriate resolution for Board action. (4-23-99)

All official actions of the Board shall require the affirmative vote of a majority of the members. The Chairman shall have the right to vote. (4-23-99)

**Section 5. Minutes.**

The minutes of Board meetings shall record official actions taken upon motions or resolutions which are voted upon by the Board, and may contain a summary of reports and discussions pertinent to the official action. When the Board's action is not by a unanimous vote, the "yeas," "nays" and abstentions of the individual members shall be recorded. The remarks, personal views, or vote explanations of an individual Board member shall be included in the minutes only upon request. The foregoing provisions relative to contents of the minutes shall, in general, also apply to minutes of committees of the Board. The minutes of meetings of the Board become official only when completed and approved by the Board.

Copies of all minutes, papers and documents of the Board, or its several committees, may be certified to be true and correct by either the Chairman or the Secretary to the Board.

## ARTICLE VI

### COMMUNICATIONS TO THE BOARD

**Section 1.** All communications to the Board, or to any committee thereof, from persons having official relations with the University System shall be filed in writing with the President and duly transmitted by him to the Board; but all communications from a student organization, teacher, officer, or employee of any campus or systemwide unit shall be transmitted to the President through the appropriate Chancellor, and transmitted by the President to the Board. With the concurrence of the Chairman of the Board, the President may transmit such communication to the appropriate committee of the Board. The President or the Chancellor shall have the authority to read and comment upon the communication, but shall not delay or withhold such communication, except as hereinafter provided. Such communications shall be filed with the Chancellor at least fifteen days before the meeting of the Board or Committee, and with the President at least twelve days before such meeting. In the event a Chancellor elects to withhold any such communication until the next meeting, such communication, or a true copy thereof, shall be promptly forwarded to the President with the notation from the Chancellor explaining such withholding. The author of any communication shall be notified of its disposition within five days of the action by a University Officer or the Board. Depending on the nature of the communication, the Chancellor or President may elect to seek a resolution to the concern. In this case, the communication, or a true copy thereof, along with a copy of the results of such involvement shall be transmitted by the President to the Board.

(10-26-01)

**Section 2.** The above communication procedure shall be followed unless the Chairman of the Board requests information from persons having official relations with the University System, or any student organization, teacher, officer, or employee of any campus. Then, the aforementioned individuals may communicate directly with the Board of Supervisors. Additionally, if any of the aforementioned individuals, having information that, in their view, should be brought to the direct attention of the Board of Supervisors, they may do so. If the Board believes that such information should be directed through established procedures, then the Board shall so advise the individual.

**Section 3.** Public Comments. A period shall be set aside during each meeting of the Board of Supervisors and its Committees for public comments on matters to be addressed on the agenda of the Board.

(3-27-09)

(7-13-01)

## ARTICLE VII

### RIGHTS, DUTIES AND RESPONSIBILITIES OF PRINCIPAL ADMINISTRATIVE OFFICERS OF THE UNIVERSITY SYSTEM

#### **Section 1. Officers of the System.**

The Board of Supervisors shall appoint the President; and, upon the recommendation of the President, it shall appoint other administrative officers of the University System as is deemed necessary. The Board shall establish, or cause to be established, procedures for the selection, appointment and evaluation of the President and the selection and appointment of other major administrative officers within the University System. These procedures shall include a method of obtaining expression of faculty opinion. (10-26-01)

The Board shall give consideration to the recommendation of the President in all appointments other than his own. All administrative officers of the University System shall hold their positions at the pleasure of the Board.

#### **Section 2. President of the System.**

- A. The President shall be the chief executive officer of the University System and shall serve as Secretary to the Board. He shall hold office at the pleasure of the Board and be compensated at a salary fixed by the Board and recorded in its proceedings. The President shall be responsible to the Board for the conduct of the affairs of the University System. He shall execute and enforce all of the decisions, orders, rules and regulations of the Board with respect to the conduct of the University System. He shall be governed by all laws pertaining to the Southern University System.

The President's discretionary authority shall be broad enough to enable him to meet his extensive responsibilities.

- B. The President shall attend meetings of the Board and its Committees.
- C. The President, except as otherwise provided in these bylaws, shall make all nominations for appointments, suspensions, and dismissals of all administrative officers holding positions at the pleasure of the Board. Upon recommendation of the Chancellor of each Campus, the President shall have the authority to make all other appointments, promotions, transfers, suspensions, and dismissals of academic and unclassified employees, subject to the approval of the Board. The President, or an officer designated by him, is authorized as the appointing authority to make and approve personnel actions relating to classified personnel, including disciplinary actions required to be expressed in writing, in keeping with governing statutes.

In considering the appointment of persons to those administrative offices where there is dual responsibility to both the System and a particular campus, the President shall solicit and give careful attention to the views and opinions of the Chancellor concerned.

- D. Subject to the Board's direction and approval:
1. The President shall establish administrative policies and procedures for the University System in keeping with the mission of each campus, and promote the general welfare of the System.
  2. The President shall develop and implement educational policies and procedures for the University System in keeping with the mission of each campus, and promote the general welfare of the System.
  3. The President shall develop a sound fiscal management system; he shall prepare and present a consolidated budget for the University System to the Board, and shall assume and retain complete control at all times over all budgets of the System, as approved by the Board. (10-26-01)
  4. The President shall serve as spokesman for the System to all agencies, inside and outside of the University System, to the Alumni, news media and the general public. (10-26-01)
- E. The President shall establish and maintain lines of communication with the Chancellor of each campus.
- F. The President, with the assistance of the Chancellors, shall have authority to appoint such committees from among the personnel of the System as deemed desirable for the purpose of advising the President in connection with any problems of the System. The Chancellor shall be informed of all such appointments of personnel on his campus.
- G. The President shall be a member of all faculties. The Chancellors shall normally serve as presiding officers at meetings of the faculty on their respective campuses, though it shall be the President's privilege to preside at such meetings.

**Section 3. System Staff Officers.**

System staff officers shall be appointed by the Board upon the recommendation of the President. The System staff officers shall perform the duties outlined in writing by the President and approved by the Board. To this end and to facilitate an understanding of the organization of the System and the duties and responsibilities of System staff officers, the President shall cause to be published a document wherein detailed information is provided, including the responsibilities that these officers have on a particular campus. In their capacities as campus officers, System staff officers shall coordinate their activities with the Chancellor of that campus.

**Section 4. The President's Advisory Council.**

The President shall have an Advisory Council which shall consist of the President, System Vice-Presidents, Chancellors and others as he may designate. The President shall serve as chairman; or, he may designate a temporary chairman in his absence.

The Council shall advise the President on all matters involving the University System, including, but not limited to academic programs and support services, personnel, and athletics. The

agenda for meetings of the Council shall be structured by the President and the proceedings recorded.

**Section 5. The Council of Chief Academic Officers.**

This Council shall consist of the chief academic officer of the System staff, who shall serve as chairman, and the chief academic officer of each major subdivision of the University System. The Council shall act in an advisory capacity to the President in matters relating to academic standards, programs, and policies of the System. The chief academic officers shall keep their respective Chancellors or administrative superiors apprised of actions of the Council.

**Section 6. Chancellors.**

- A. There shall be a Chancellor of each campus, who shall be appointed by the Board, taking into consideration the recommendations of the President of the System and the expression of opinion of the faculty concerned. The Chancellor shall serve at the pleasure of the Board at a salary fixed by the Board. The Chancellor shall exercise complete executive authority over the campus he administers, subject to the direction of the President, where required by law or Board policy, and the approval of the Board.  
(8-17-96)
- B. The Chancellor shall be responsible to the Board through the President for the effective execution of all resolutions, policies, rules and regulations adopted by the Board for the administration and operation of the System and the governance of his campus, and all policies, rules, regulations, directives, and memoranda issued by the President. The Chancellor shall be governed by all laws pertaining to the Southern University System. The Chancellor shall have direct access to the President, and he shall be the official medium of communication between the President and all personnel on his campus.
- C. The Chancellor shall attend the meetings of the Board and its committees and he may invite members of his administrative or academic staff to assist in his presentations to the Board.
- D. The Chancellor shall have the responsibility of fixing the salaries and duties of the members of the faculty, administrative and professional staff for the campus he heads, subject to the recommendation of the President and approval of the Board. He shall make all other appointments, promotions, transfers, suspensions, and dismissals of all academic, administrative, and professional employees, subject to the recommendations of the President and approval of the Board. In coordination with the University System's appointing authority, the Chancellor or an officer designated by him is authorized to make and approve personnel actions relating to classified personnel and unclassified personnel in positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service. In all personnel recommendations, the Chancellor shall give due consideration to the opinion and views of the appropriate academic and administrative staff.
- E. The Chancellor shall be a member of the faculty of the campus he heads. He or his designee shall be the presiding officer at meetings of the faculty of his campus.
- F. The Chancellor shall have the responsibility for developing and implementing educational,

administrative and fiscal policies, procedures and programs for the campus, consistent with the policies of the Southern University System.

- G. The Chancellor shall be responsible to the President for the management of the financial affairs of his campus. His responsibilities shall include the preparation of a consolidated campus budget (after review of the budgets of the various divisions of his campus and the recommendations of the heads of these divisions) and the management of the budget, as approved by the President and the Board.
- H. The Chancellor of each campus shall prepare and present to the Board, through the President, a comprehensive annual report.  
(4-23-99)

**Section 7. Campus Officers.**

Campus officers shall include a chief academic officer, a chief finance and business affairs officer, a chief student affairs officer and such other officers as deemed necessary for the efficient operation of the campus, to be recommended to the Board by the President, upon the recommendation of the Chancellor. The campus officers shall perform the duties outlined in writing by the Chancellor, subject to the recommendation of the President and the approval of the Board. To this end and to facilitate an understanding of the organization of the campus and the duties and responsibilities of campus officers, the Chancellor shall cause to be published a document wherein detailed information is provided in this regard. (4-23-99)

**ARTICLE VIII**  
**RIGHTS, DUTIES AND RESPONSIBILITIES OF**  
**THE FACULTY**

**Section 1. Academic Freedom.**

The Board of Supervisors is committed to the principle of academic freedom. Academic freedom is perceived as the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, and publish 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. A member of the faculty of the University System, as a citizen, has the right to exercise himself in writing, speaking, or participating in activities outside the University, but should always be mindful that these involvements do not lessen the faculty member's responsibility to the University. The faculty member, when not officially designated to represent the University, must make it known that he is speaking as an individual citizen.

Academic freedom does not give faculty members the right to insist upon or demand the adoption by students, colleagues, or others, of a particular point of view.

**Section 2.** The positions of the academic staff, including the instructional and research faculty, librarians, and academic counselors, shall be unclassified. (10-26-01)

**Section 3. Duties of Faculty.**

Each member of the faculty is expected to be committed and to contribute to the attainment of the mission of the institution where employed. 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, divisions and colleges. The faculty's involvement in other matters affecting student, academic, or faculty welfare is expected.

The faculty should be so organized that its business may be properly conducted. This may be accomplished through committees, senates, councils or other appropriate structures. The faculty should be concerned primarily with academic policies.

**Section 4. Appointment of Faculty.**

The President shall establish and maintain a procedure for the appointment of members of the faculty.

The procedure shall provide for the establishment of qualifications for the position and allow for the evaluation of the applicants' credentials and recommendation of candidates to fill the position by the faculty of the academic unit concerned. All appointments shall be made on the basis of merit, and shall meet all criteria set forth by appropriate accrediting bodies.

All initial appointments to the faculty normally shall be either temporary or probationary. The President shall issue a contract or contractual letter to the appointee setting forth the terms of the appointment. All appointments shall be made upon the authority of the President, pursuant to recommendations of the Chancellor, subject to the approval of the Board. These provisions shall not prevent the Board of Supervisors from making an initial appointment with tenure which would, in its judgment, be distinctly in the interest of the University, normal recommendations and approvals having been made.

**Section 5. Promotion of Faculty.**

The President, with the advice of the faculty and appropriate administrative officers, shall establish and maintain a procedure for the promotion of faculty based on merit. The procedure established for promotion shall be employed by all campuses in the System. All applicants for promotion leading to tenure must also meet the qualifications for tenure, except the required probationary period may be for a shorter duration (two to four years), and standards mandated by the applicable accrediting agency. All promotions shall be made upon the authority of the President, pursuant to recommendations of the Chancellor and subject to the approval of the Board.  
(10-26-01)

**Section 6. Tenure of Faculty.**

All appointees to the academic staff normally shall serve a probationary period before they can be evaluated for and granted tenure. Tenure is not employment for a specified term; rather, it is the right to continued employment, subject to dismissal for cause. The President, with the advice of faculty representatives and administrative officers, shall cause to be developed and maintained procedures and criteria whereby tenure is acquired by members of the academic staff, consistent with the tenure policy adopted by the Louisiana State Board of Regents. Tenure may be awarded to academic staff members with the rank of Assistant Professor or above who have earned at least the minimum academic credentials set forth by the appropriate accrediting agency in the discipline in which they instruct or meet other established criteria for tenure, and have served the required probationary term.  
( 4-23-99)  
(10-26-01)

No administrative position is tenured. The provisions of tenure apply to full-time faculty members who hold administrative positions with respect to their academic rank and not their administrative capacities.

Any appointment, whether temporary, probationary, or tenured, may be terminated for cause. However, dismissal for cause carries with it the right to a hearing in accordance with principles of due process and accepted academic practice.  
(10-1-95)

**Section 7. Responsibilities of Faculty.**

For academic freedom to endure, academic responsibility must be exercised. A proper academic climate can be maintained only when members of the faculty meet their fundamental duties and responsibilities. Tenure shall not serve as a basis for the retention of a faculty member in a position when evidence acquired as a result of a thorough investigation, according to procedures of due process, clearly demonstrates that the faculty member has not met and does not give promise of meeting the responsibilities of the position.

**ARTICLE IX**  
**RIGHTS, DUTIES AND RESPONSIBILITIES OF THE**  
**UNCLASSIFIED AND CLASSIFIED STAFF**

**Section 1. Unclassified and Classified Staff Definition.**

All positions (student positions excluded) shall be either unclassified or classified.  
(10-26-01)

**Section 2. Unclassified and Classified Staff Personnel Policies.**

The President shall be responsible for administering staff personnel policies and procedures. These policies and procedures shall contain provisions for employing, disciplining and terminating staff personnel, for reporting grievances, in accordance with policies and procedures approved by the Board, for submitting appeals from decisions which the employee considers to be unfair because of some discriminating or non-meritorious factor, for the consideration of charges of incompetency or unsatisfactory performance of duties, and for holding appropriate hearings. Provisions shall be made for close coordination in personnel administration among the units of the University System.  
( 4-23-99)  
(10-26-01)

Personnel administration for classified employees shall be in accordance with the policies and procedures of the Department of Civil Service, State of Louisiana and the University.

**Section 3. Appointments.**

Each appointment to a position on the unclassified or classified staff shall be made on the basis of the qualifications and special fitness of the individual for the work demanded by the position. Each such appointment shall be in accordance with provisions of Article VII, Section 2(C) and 6(D) of these bylaws. Unclassified and classified staff should maintain the credentials appropriate for the performance of their assigned duties. (4-23-99)

**Section 4. Duties and Privileges of Unclassified and Classified Staff.**

Each classified and unclassified staff member is expected to be cognizant of the University's educational mission and to be devoted to the accomplishment of the purposes for which the University exists. The University, in turn, is committed to providing favorable conditions of work, a pleasant environment for its personnel, and for their involvement in University cultural and recreational activities.

**Section 5. Responsibilities of Unclassified and Classified Staff.**

Competent and effective performance of appropriate duties is expected of all staff members. An environment conducive to learning is essential in a university and essential to such an environment is an *esprit de corps* among faculty and students, academic and other employees. It is a basic responsibility of the unclassified and classified staff, as it is of all other university personnel, to contribute to that spirit and that kind of environment.

## ARTICLE X

### RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

The Southern University Board of Supervisors subscribes to the principle that the freedom to teach and freedom to learn are inseparable facets of academic freedom and that the freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The following provisions are essential for freedom to learn.

#### **Section 1. In the Classroom.**

The University is committed to the principle that students in the classroom should be encouraged to exercise free discussion, inquiry and expression relative to the subject matter of the discipline involved, and that student performance should be evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards.

#### **Section 2. Student Records.**

The President of the University, with the advice and assistance of appropriate members of the administrative staff and the faculty, shall formulate and issue regulations pertaining to the keeping of student records in accordance with law and appropriate respect for privacy. These regulations shall provide for maintaining separate academic and disciplinary records and shall clearly indicate the kinds of confidentiality which should be respected as regards the records and the conditions of access to them.

Administrative staff and faculty members shall respect the confidentiality of information about students which they acquire in the course of their work.

#### **Section 3. Student Affairs.**

The following standards shall be observed as regards the freedom of students:

##### **A. Freedom of Association.**

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests in keeping with the law and University policies.

##### **B. Freedom of Inquiry and Expression.**

Students and student organizations shall be free to examine and discuss all questions of interest to them. They shall be free to support causes by orderly means which do not disrupt the regular and essential operations of the institution. At the same time, students have the responsibility to make clear that, in their public expressions, they and their organizations speak only for themselves.

##### **C. Student Participation in University Governance.**

As constituents of the academic community, students shall be given the opportunity to participate in the formulation of institutional policy, particularly in the area of student affairs. Students shall be represented on the Board of Supervisors in

accordance with applicable State law and Board of Supervisors rule(s) governing appointment of said representative. (4-23-99)

**D.**

**Student Publications/Media**

Student publications and electronic media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and in providing an environment which fosters intellectual exploration on campus. Students shall be given the opportunity to publicize activities and events relevant to the university community through the official campus student newspaper, student yearbook, student electronic media and the newsletters of officially registered student organizations. In their roles as student journalists, students are ensured the maximum freedom of expression. However, it should be clearly communicated in publications or other media that student journalists are responsible for the views they express and the content of their publications. Student publications and electronic media shall serve as forums for student expression and as laboratories for training. Students are expected to abide by the commonly accepted legal and ethical standards of responsible journalism, especially as it relates to nudity, obscene language, statements or comments which can be deemed libelous and/or disruptive of the educational process. Student publications and other media shall be governed by the canons of responsible journalism. (1-7-00)

**Section 4. Procedural Standards in Disciplinary Proceedings.**

The Southern University System has the duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for students. The administration of discipline shall guarantee due process to an accused student.

The System President shall ensure that appropriate procedures for students to register grievances are in place. (10-26-01)

## **ARTICLE XI**

### **AMENDING OR REPEALING BYLAWS**

Any and all sections of these bylaws may be amended or repealed and new bylaws may be added at any meeting upon a favorable vote of a majority of the members of the Board, provided the requirements of the applicable statutes of the State of Louisiana are met. A written notice of the proposed change in the bylaws shall be placed on the agenda and forwarded to each member of the Board at least ten days prior to the meeting of the Board.

## **ARTICLE XII**

### **RULES AND REGULATIONS OF THE BOARD**

Rules and Regulations of the Board of Supervisors shall include any and all action by the Board which establishes methods, procedures or policies in academic, administrative, business, or other such matters. The Board may adopt, amend, or repeal, in part or in whole, any of the Rules and Regulations of the Board, provided that the requirements of Article XI are met. Upon the date of the adoption of these bylaws by the Board, or the adoption of amendments thereto, all policies, procedures, and regulations of the Board which are not in conflict with these bylaws shall become a part of the Rules and Regulations of the Board.

All policies, procedures and regulations of the Board, System and entities thereof which are in conflict with these Bylaws, and amendments thereunto, shall be deemed amended to conform to the latest expressions of the Board on the matter(s) in conflict.

(10-26-01)

## **ARTICLE XIII**

### **ADOPTION OF BYLAWS**

The bylaws, policies and regulations here stated shall become effective on the 20th day of October, 1978, or the date on which same are hereafter adopted and amended by actions of the Board, in accordance with Article XI and applicable provisions of policies and regulations of these Bylaws.

(10-26-01)

## **ARTICLE XIV**

### **REPEALING CLAUSE**

All rules, orders, regulations, policies, and resolutions heretofore enacted or adopted by the Board, which are in conflict with those contained in this document, are hereby repealed.

## **ARTICLE XV**

### **SAVING CLAUSE**

If any provision or item of these bylaws or the application thereof is held invalid, such invalidity shall not affect other provisions, items or application of the bylaws which can be given effect without the invalid provisions, items and applications, and to this end the provisions of these bylaws are hereby declared severable.

Where amendments, changes, additions, or deletions hereto are made by the Southern University Board of Supervisors, said amendments, changes, additions and deletions shall refer only to those sections changed, added, deleted or amended and the remainder of these bylaws shall remain in full force and virtue in so far as the same can be given applicability.

Latest Revisions: 6-21-02

## PART III

### REGULATIONS OF THE BOARD OF SUPERVISORS

#### CHAPTER I ADMINISTRATIVE AND ACADEMIC ORGANIZATION

##### Section 1-1. Administrative Organization of the University.

###### 1-1.1. Administrative Officers of the Southern University System.

The President shall be the chief executive officer of the University System (Article VII, Section 2A of the bylaws). Other administrative officers of the System, along with their duties and responsibilities, shall be detailed in a document authorized by Article VII, Section 3 of the bylaws.

###### 1-1.2. The President's Advisory Council.

(See Article VII, Section 4 of the bylaws.)

###### 1-1.3. Administrative Officers of the Individual Campuses.

The Chancellor shall be the chief administrative officer of the campus which he heads. (Article VII, Section 6 of the bylaws). Other administrative officers of a campus shall be designated by means of an organizational chart which the Chancellor is authorized to prepare by Article VII, Section 7 of the bylaws.

###### 1-1.4. The Advisory Council of the Individual Campuses.

###### A. Membership.

The Advisory Council shall be composed of the Chancellor, the principal administrative officers of a campus, three faculty members--two elected by the faculty and one selected by the Faculty Senate to serve two-year terms and such other persons as may be specifically designated by the Chancellor.

###### B. Duties.

The Advisory Council shall advise the Chancellor in the administration of the affairs of the campus and shall assist the Chancellor in developing and coordinating administrative policies relative to academic affairs, student affairs, and fiscal affairs and other matters the council deems necessary and appropriate.

###### C. Officers.

The Chancellor shall be the chairman of the Advisory Council on his campus, and shall appoint a secretary who shall keep minutes of all meetings

and shall maintain a roll of the members of the Advisory Council.

**D. Meetings.**

The Advisory Council of each campus shall meet at the call of the Chancellor at least once each semester. Adequate written notice shall be given to each member of the council prior to each meeting.

**Section 1-2. Academic Organization of the University.**

**1-2.1. The Chief Academic Officer of the System.**

The President shall appoint a chief academic officer of the System, subject to the approval of the Board (Article VII, Section 3 of the bylaws).

**1-2.2. The Chief Academic Officer of the Individual Campuses.**

The Vice Chancellor of Academic Affairs shall be the chief academic officer of the campus to which he is appointed.

**1-2.3. The Council of Academic Deans and Directors.**

**A. Membership.**

The deans and directors of colleges, schools or divisions, together with other academic officers of equivalent rank responsible to the chief academic officer, shall constitute the Council of Academic Deans and Directors of a campus.

**B. Duties.**

The Council of Academic Deans and Directors shall advise 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.

**C. Meetings.**

The Council shall meet at least once each semester at the call of the chief academic officer who shall serve as chairman.

**1-2.4. The Faculties of the Individual Campuses.**

**A. Membership.**

The academic staff having the rank of instructor or higher or equivalent rank (See Section 2.6) shall constitute the faculty of each campus. The Chancellor of each campus and the academic officers of each campus shall be members of each campus faculty. Members of the faculty may be either full-time or part-time.

The faculty of each campus may organize a Faculty or Faculty Council. The faculty may also establish a Faculty Senate as a representative body.

**B. Duties.**

The faculty shall have a major role in establishing curricula, fixing standards of instructions, determining requirements for degrees, and generally formulating educational policy under the leadership of the Chancellor and subject to the authority of the Board. All educational policies must be consistent with policies of the System. The faculty shall make recommendations for the granting of degrees through its respective colleges or schools. Subject to the provisions of Article VII, Section 6(E) of the bylaws, the faculty shall have legislative power over all matters pertaining to its meetings and may delegate its authority to standing committees and to an elected Faculty Senate, whose authority as derived from this section shall be limited to matters which are proper to the faculty and which have been specifically delegated by the faculty. The membership of the Faculty Senate shall be determined by the faculty.

**C. Actions.**

Actions taken by the faculty shall be reported to the chief academic officer of the campus concerned. The reports, along with appropriate recommendations of the chief academic officer, shall be submitted to the Chancellor who shall then approve and provide for implementation, refer appropriately for further study, or forward with recommendations to the President.

**D. Meetings.**

Each campus faculty shall meet at least once each academic year at the call of the Chancellor who shall normally serve as presiding officer, or upon the written request of fifty faculty members, or twenty-five percent of the faculty, whichever is smaller. At least five days notice of the meeting and its agenda shall be given, except that emergency meetings may be called by the Chancellor. Twenty-five percent of the membership of a campus faculty shall constitute a quorum. A majority vote is necessary for the transaction of business, a quorum being present.

**1-2.5. The Faculties of Colleges, Schools and Divisions.**

**A. The Chief Academic Officer of the College, School, or Division.**

The chief academic officer of the college, school, or division is the Academic Dean or Division Chairman.

**B. Membership.**

The faculty of each college, school, or division, except the Graduate School, shall consist of all members of the academic staff having the rank of

instructor or higher (or equivalent rank) who are appointed full-time and a part of all of whose current work is in that particular college, school, or division. As a class, part-time members of the academic staff having the rank of instructor or higher (or equivalent rank) shall be enfranchised in direct proportion to the percentage of their employment.

**C. Duties.**

The faculty of each college, school, or division shall define and recommend degree programs for units under its jurisdiction. The faculty shall recommend candidates for degrees to be awarded by the college, school, or division.

**D. Meetings.**

The dean or director of each college, school, or division shall call a meeting of the faculty at least once each semester and summer term. The dean or director shall be required to call a faculty meeting upon the written request of twenty-five of the members of the faculty. At the time that the faculty members are notified of a meeting, the chief administrative officer of the campus and the chief academic officer shall receive the same notification. Advance notice of a meeting shall be given.

**E. Quorum.**

Twenty-five percent of the members of the faculty of each college, school, or division shall constitute a quorum.

**1-2.6. College, School, or Division Councils**

**A. Membership.**

Membership of each college, school, or division council shall include the academic dean or division chairman as presiding officer, the chairmen of the departments within the college, school or division, one faculty member from each department, and two students from each department. One of the Faculty Senate representatives from the college, school, or division may be appointed by the Senate to serve in an ex-officio capacity on the Council.

**B. Duties.**

Each college, school, or division council shall examine and recommend policies to the dean or division chairman and to the college, school, or division faculty on matters pertaining to program development, personnel development and student relations.

**C. Meetings.**

Each council shall meet at least once each semester. The meetings shall be called by the dean or the college, school, or division chairman.

### **1-2.7. The Departmental Faculty.**

#### **A. The Chief Academic Officer of the Departmental Faculty.**

The chief academic officer for the department is the departmental chairman.

#### **B. Membership.**

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

As a class, part-time members of the academic staff having the rank of instructor or higher (or equivalent rank) shall be enfranchised in direct proportion to the percentage of their employment.

#### **C. Duties.**

The departmental faculty shall have jurisdiction over matters concerning departmental educational policies insofar as these do not conflict with the policies of other departments, the rules and regulations of its own college, school, or division, the campus, or the University System.

#### **D. Meetings.**

The chairman of the department shall call a meeting of the departmental faculty at least twice per semester.

### **1-2.8. Departmental Councils.**

#### **A. Membership.**

The Chairman of the department or his designee shall serve as chairman of the Departmental Council. There shall be both faculty and student representation on the Council.

#### **B. Duties.**

The Departmental Council reviews and makes recommendations on such matters as departmental academic policies, faculty-student relations, equipment, and budgetary priorities.

#### **C. Meetings.**

The Departmental Council shall meet at least once during each semester, at the call of the chairman.

### **1-2.9. The Graduate Faculty.**

#### **Membership.**

The graduate faculty on a campus shall consist of those members of the faculty who have been so designated by the Chancellor, upon the recommendations of the graduate dean and the chief academic officer, acting

upon appropriate nominations. It shall be the responsibility of the Chancellor, with advice from the faculty and academic administrative officers, to draw up criteria for membership on the graduate faculty.

#### **1-2.10. The Graduate Council.**

**A.** There shall be a Graduate Council on each campus having a graduate program.

**B. Membership.**

The Graduate Council shall consist of ten members of the graduate faculty named by the Chancellor on joint recommendations of the graduate dean and the chief academic officer of the campus for overlapping three-year terms. Nominations for membership on the Council shall be made by the academic deans of colleges offering graduate programs. There shall be an additional member from the professional library staff nominated by the Director of the Library 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.

**C. Duties.**

The Graduate Council shall serve as the policymaking body for the entire graduate program of a 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.

**D. Officers and Terms of Office.**

Officers of the Graduate Council shall be a chairman, vice-chairman, and secretary. The Council shall elect its chairman and vice-chairman who shall serve terms of two years.

**E. Meetings.**

The Graduate Council shall meet at the call of the Chairman 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.

#### **Section 1-3. Special Councils and Committees.**

##### **1-3.1. The Athletic Council.**

**A.** There shall be established an Athletic Council in an advisory capacity on all campuses having organized athletic programs and participation in

intercollegiate competition.

**B. Membership and Terms.**

The Athletic Council shall consist of five members of the faculty who do not hold an administrative position above the departmental chairmanship, two members of the student body, two members of the Alumni Federation, the chief academic officer of the campus and one additional administrative officer named by the Chancellor. The Chancellor shall appoint three of the five faculty members and the faculty shall select two faculty members. The Student Government Association shall select the student members. The Alumni Federation shall select the alumni members. The Athletic Director shall serve, ex-officio and nonvoting, as secretary of the Council.

Faculty members and alumni shall serve on the Council for three-year staggered terms; the term of student members shall be one year. The term of the administrative member shall be at the pleasure of the Chancellor.

**C. Chairmanship.**

The chairman shall be elected by the Council from among the faculty members on the Council.

**D. Quorum, Voting, and Bylaws.**

A quorum shall consist of a majority of the voting members. Within the framework of these policies, the Athletic Council is authorized to establish bylaws for its operations, including, but not limited to, regulations concerning the scheduling of regular and special meetings and policies insuring adequate notice of agenda for meetings.

**E. Functions.**

The Athletic Council shall recommend policies for approval to the Chancellor on all matters relating to intercollegiate athletics. Minutes of the Council shall be recorded by the Secretary, and the Chairman shall then submit them to the Chancellor for his information and action. The Chancellor shall keep the President fully informed in a timely manner on all matters pertaining to the athletic program.

Duties of the Athletic Council shall include, but not be limited to, the following:

1. Policy formulation
  - a. Recommending as to the scope of the athletic programs.
  - b. Assuring that student athletes are provided adequate opportunities to pursue academic programs successfully.
  - c. Advising the Chancellor on the selection and employment of the Athletic Director; and, with the Chancellor and Athletic Director, advising in the selection and employment of head

coaches in various sports.

2. Review of recommendations of the Athletic Director on:
  - a. Intercollegiate schedules.
  - b. Awards and letters to athletes.
  - c. Athletic scholarships.
  - d. Developing, using, and operating athletic facilities.
3. Review of recommendations of the Athletic Director and representatives of athletic organizations at the local, state, and national levels in the areas on:
  - a. Eligibility of student athletes.
  - b. Retention programs.
  - c. Counseling, advising, and tutoring programs.
4. Review of financial affairs of the Athletic Department, and the report of relevant findings to the Athletic Director and Chancellor.

### **1-3.2. The Teacher Education Council.**

**A.** There shall be established a Teacher Education Council on campuses on which degree programs in teacher education are offered.

**B. Membership.**

The 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 chief academic officer, to determine the number, term and manner of appointment of the membership. The Dean of the College of Education shall serve as ex-officio member and secretary of the Teacher Education Council.

**C. Officers and Terms of Office.**

Officers of the Council shall be a chairman, vice-chairman, and secretary. The Council shall elect its chairman and vice-chairman who shall serve terms of two years. A consecutive two-year term shall not be served.

**D. Duties.**

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.

**E. Meetings.**

The Council shall meet at least once per semester at the call of the chairman. Minutes shall be kept of all meetings and transmitted to the chief academic officer of the campus. Should the Council fail to meet, such failure shall be called to the attention of the chief academic officer by the secretary.

**Section 1-4. Communications and Reports.**

The official recommendations and communications of any member of the academic or nonacademic staff, or any organizational unit, shall be sent through channels to the appropriate officer. An administrative officer shall promptly transmit any such recommendations or communications, with the officer's own comments and recommendations thereon, to the next higher officer, or to the appropriate committee or council. The originators of the initial recommendations or communications shall be promptly informed of their disposition.

The faculty shall make recommendations to the chief academic officer in regard to educational policies and to policies affecting faculty status and welfare, including such subjects as promotion, tenure, rank, leaves of absences, and salaries.

## CHAPTER II

### PERSONNEL ACTIONS: RANKS, PROMOTIONS, APPOINTMENTS, AND TENURE

#### Section 2-1. Classification of Employees.

Employees of the System are grouped as follows:

##### A. Non-student Employees.

###### 1. Academic Employees.

###### a. Faculty.

Full-time members of the instructional staff on the various campuses with the rank of instructor or above and equivalent ranks. Part-time members of the instructional staff as provided for in Part III, Chapter I, Section 1-2.5 (B).

###### b. Other Academic.

Professional personnel of the Cooperative Extension Service and other personnel with academic responsibilities not holding faculty rank.

###### 2. Nonacademic Employees.

###### a. Unclassified.

1. Administrative officers and professional staff and positions specifically exempted from the classified service under *Article X, Section 2(B)(9) of the Constitution of Louisiana*.
2. Other positions exempted from the classified service by special action of the State of Louisiana, Department of Civil Service.

###### b. Classified.

All employees in positions covered by the provisions of the Civil Service System of the State of Louisiana.

##### B. Student Employees.

###### 1. Graduate Assistants.

Full-time graduate students who are employed part-time by the University

for services supportive of the graduate education program.

**2. Students.**

Those full-time undergraduate, graduate, and professional students who are employed on a part-time basis on the various campuses of the System and not classified as graduate assistants.

**Section 2-2. Personnel Actions for Administrative Officers.**

The President shall recommend all personnel actions for System administrative officers and chief administrative officers of the several campuses to the Board. The chief administrative officers of the various campuses shall recommend all personnel actions for administrative officers on their respective campuses through the President to the Board.

**Section 2-3. Personnel Actions for Nonacademic Staff.**

The President shall recommend to the Board, upon the recommendation of the chief administrative officer of a respective campus, personnel actions for nonacademic employees, except for employees in classified positions for which final authority is delegated to the President, who shall act in accordance with the regulations of the Civil Service System of the State of Louisiana. Personnel actions for System unclassified employees shall be recommended to the Board by the President.

**Section 2-4. Terms of Employment for Nonacademic Staff.**

- A.** Classified personnel hold their positions according to the terms of their appointment under the provisions of the Civil Service System of Louisiana and the policies of the University System.
  
- B.** Unclassified employees hold their positions at the pleasure of the Board. Termination of the appointment of an unclassified employee shall be preceded by written notice from the employee's immediate supervisor with the approval of the chief administrative officer of the campus and the President. Such termination is effective after a period of time equivalent in days to the usual payroll period of the employee. These provisions for termination do not preclude suspension or other disciplinary action. The employee shall have the right to appeal (Bylaws, Article IX, Section 2). Any termination of appointment shall be final when reported to and acted upon by the Board.
  
- C.** Financial Exigency or Emergency

Termination or reduction in status of non-academic staff, classified and unclassified, due to a Board of Supervisors declared financial emergency or exigency shall be in accordance with

the Board approved plans, policies and implementation procedures to govern reduction in force actions and/or employment practices during the existence of the financial emergency or exigency. The plans, policies and implementation procedures adopted for classified employees shall also be in accordance with applicable civil service rules. Classified and unclassified employees shall be appointed to the committee assessing the financial emergency or exigency and developing the financial exigency or emergency plans that determine: (1) whether a financial emergency or exigency exists which might require the termination or reduction in status of classified and/or unclassified employees; (2) the method for determining positions to be affected; (3) the method for making appointments or transfers to positions in other budget units with vacancies; (4) the setting of timeframes for carrying out the plan including the schedule for giving notices to affected employees; and (5) the operative recall policy for employees affected by the financial emergency or exigency when the condition no longer exists.

(8-15-92)

**Section 2-5. Personnel Actions for Academic Staff.**

In all personnel actions related to academic staff, the principle of academic freedom shall be recognized. (Bylaws, Article VIII, Section 1)

Academic staff hold their positions according to the terms of their contracts, appointment letters, University tenure provisions, or other terms which are approved by the Board from time to time. (8-15-92)

All personnel actions relating to faculty and other members of the academic staff shall be initiated by the employee's immediate supervisor after consultation with the appropriate faculty, including the concerned faculty member. Such actions shall be transmitted, through channels, to the President and shall be subject to confirmation by the Board. The recommendation shall include a statement as to any lack of agreement on the part of any administrative officer. The concerned faculty member or faculty body shall have the right to appeal through an established grievance procedure, as described in Chapter 11, Section 2-10.

**Section 2-6. Academic Ranks.**

The following academic ranks shall be recognized:

**Instructional and Research Ranks -- full-time**

Professor, full-time  
Visiting Professor, full-time

Associate Professor, full-time  
Visiting Associate

**Instructional and Research Ranks -- part-time**

Professor, part-time  
Adjunct Professor, part-time

Associate Professor, part-time  
Adjunct Associate Professor, part-time

Professor, full-time

Assistant Professor,  
full-time  
Visiting Assistant  
Professor, full-time

Assistant Professor, part-time  
Adjunct Assistant Professor,  
part-time

Instructor, full-time  
Visiting Instructor,  
full-time

Instructor, part-time  
Adjunct Instructor, part-time  
Cooperating Teacher

(8-15-92)

The title of *Professor* may be modified to indicate particular distinction as approved by the Board.

The title of *Adjunct Faculty* is used to designate faculty members associated with the University in a temporary, part-time capacity. Adjunct faculty may come from industry, government, or other universities. Southern University uses adjunct faculty to take advantage of extensive practical experience that such persons would bring to the institution. Very often, the practical experience is sufficient to make exceptions to standard academic credentials, subject to the approval of appropriate accrediting agencies. (8-15-92)

The designation of *Visiting Professor* is given to persons invited to join the faculty of Southern University for a limited period of time, usually for an academic year. Visiting professors are frequently "on loan" to the University and they generally have full-time appointments. Persons holding this rank are occasionally paid by the lending institution or agency and are expected to possess academic credentials which meet all standard accreditation criteria. Faculty may hold visiting professorships in each of the designated ranks at Southern University. The rank assigned is determined in consultation with the faculty in the department to which the visiting professor is to be assigned. (8-15-92)

The title of *Cooperating Teacher* is used for persons employed in the public school system who work with student teachers from the College of Education.

The following ranks for administrative and professional positions in the Cooperative Extension Service shall be recognized:

Director

Specialist

Associate Specialist

Assistant Specialist

Area Agent

Associate Area Agent

Assistant Area Agent

County Agent

Associate County Agent

Assistant County Agent

Home Economist

Associate Home Economist

Assistant Home Economist

**The Cooperative Extension Service at Southern University** is an integral part of the Louisiana Cooperative Extension Service and operated by Memorandum of Agreement between Southern University and Louisiana State University to facilitate one extension service in the State of Louisiana.

#### **Section 2-7. Promotion in Academic Rank.**

Promotion in academic rank shall be based on merit. Teaching excellence, personal and professional growth and development, involvement in creative and research activities and services to the University and community are the recognized criteria employed in the evaluation of personnel for promotion. The President, with the assistance of the Chancellors, shall appoint a system-wide committee to formulate system-wide procedures and criteria for promotion to be submitted to the President for recommendation to the Board.

#### **Section 2-8. Appointments to Academic Staff.**

##### **A. Kinds of Appointments.**

##### **1. Temporary.**

Any appointment that is for a specified limited period and does not lead to consideration for tenure is considered a temporary appointment. Substitute teachers for emergency situations or for teachers on leave, artists-in-residence, adjunct faculty, visiting professors or persons from business or industry who teach a limited number of courses for a limited time are on temporary appointment. Faculty members who are appointed at the rank of Instructor are also designated as temporary appointees, whether for a specified limited period or not. Notice of the term to be served in a temporary appointment will be included in the letter of appointment. Further notice will be given only if a subsequent appointment is approved by the Board. (8-15-92)

**2. Probationary.**

Probationary appointments are for a specified period of time -- ordinarily for at least one academic year -- as indicated on the contractual statement, subject to renewal. Such appointments ordinarily lead to consideration for tenure.

**3. Tenured.**

Tenured appointments are for an indefinite period of time. Tenure, however, is not a guarantee of lifetime employment. It does assure that the employee will not be dismissed without adequate justification and without due process.

**B. Termination of Appointments.**

1. The term of a temporary academic appointment shall be stated in the letter of appointment and, if not, then it ends with the academic year in which the appointment is approved. (8-15-92)

2. Nonrenewal of a probationary appointment shall be given in writing to the faculty member in advance of the expiration of the appointment as follows:
  - a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
  - b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two-year appointment terminated during an academic year, at least six months in advance of its termination;
  - c. At least twelve months before the expiration of an appointment after two or more years of service at the institution.
3. Termination of faculty employment may be based on cause, financial exigency, discontinuance of a program or department of instruction, medical reasons, resignation, retirement, or contingent matters directly related to those enumerated.

**a. Financial Exigency or Emergency.**

Termination or reduction in status of a faculty appointment, either tenured or non-tenured, may result from demonstrable bona fide financial exigency of the University as affirmatively declared by the Board of Supervisors. Such termination or status reduction of faculty shall be in accordance with the Board approved plans, policies and implementation procedures to govern reduction in force or status actions, and/or employment practices during the existence of the financial emergency.

Said plans and procedures shall include provisions whereby there will be

faculty participation on the Committee determining: (1) whether financial exigency or emergency exists which might lead to termination of faculty appointments or reduction in faculty status; (2) the method of deciding which faculty positions are to be eliminated or reduced in status; (3) the method for making appointments to vacant positions in areas not affected by the financial exigency or emergency; (4) the method of review and the process for appealing the decision to terminate faculty or reduce faculty status for financial exigency or emergency reasons; (5) a delineation of the appropriate timeframes in which notice shall be given to all affected faculty; and (6) the operative recall policy for faculty whose employment was terminated or status was reduced when the exigency or emergency no longer exists.

(8-15-92)

**b. Discontinuance of a Program or Department of Instruction.**

Termination of faculty appointment, either tenured or non-tenured, may result from the discontinuance of a program or department of instruction. Except in those cases where the discontinuance is mandated by the Board of Regents, state or federal law or judicial mandate, the following standards and procedures will apply: (1) There shall be faculty participation in considering the possible formal discontinuance of a program or department of instruction. Such decision shall be based essentially upon educational consideration. (2) Before the administration issues notice to a faculty member of its intent to terminate an appointment because of the formal discontinuance of a program or department of instruction, the institution will make every effort to place the affected faculty member in another suitable position.

(8-17-96)

**c. Discontinuance of a Program or Department of Instruction due to Board of Regents' or other legal mandate.**

In cases where the termination of faculty employment is necessary due to the discontinuance of an academic program that is mandated by the Board of Regents, state or federal law or judicial mandate, the following standards and procedures will apply:

Non-tenured faculty

Notice of termination shall be provided to a non-tenured faculty member, no less than the equivalent of one academic semester prior to the effective date of the termination of employment.

Tenured faculty

(1) Notice of termination shall be provided to a tenured member of the faculty, no less than the equivalent of one academic year prior to the effective date of the termination of employment.

(2) During the period prior to the termination of employment of a

tenured member of the faculty, the institution will make every effort to place the faculty member in another faculty position for which that person has the qualification and credentials to fill.

- (3) Tenured members of the faculty who are offered alternative employment as a member of the faculty in another program are not guaranteed a tenured appointment. Any recommendation for a tenured appointment must be forwarded by the Vice Chancellor for Academic Affairs for the approval of the campus Chancellor, the System President and the Southern University Board of Supervisors. The Board of Supervisors shall have the final authority to grant such tenure. (8-17-96)

d. **Cause.**

Causes for discharge or termination of contract shall include those specified by law governing state university systems; conduct seriously prejudicial to the University; neglect of duty or failure to perform duties in a professional manner; incompetence; or inability to perform duties effectively because of emotional, physical or mental condition; failure to continue professional development; or conviction of a felony or unethical and immoral behavior.

- d. With the assistance of the Chancellors, the President shall appoint a system-wide committee to establish procedures to be used when termination of faculty appointments is being considered. (8-15-92)

C. **Summer Appointments.**

The Chancellor of each campus is responsible for the academic program for the summer session on his campus.

Appointments to the faculty for the summer session will be made by the Chancellor, on recommendations made by departmental chairmen through their respective deans and the Office for Academic Affairs, on the basis of teaching requirements of the summer program. Summer appointments must be approved by the President of the Southern University System and the Board of Supervisors.

Each department shall work out a plan for summer employment that is fair and equitable, taking into consideration the availability of funds, demand for courses, professional experience and qualifications of departmental faculty members. Such departmental plans shall be subject to the approval of the appropriate dean, the chief academic officer and the Chancellor. Compensation for teaching a full load -- nine (9) credit hours or fifteen (15) contact hours -- during a summer session will normally be one-fourth of the nine-months' salary unless otherwise approved by the Southern University Board of Supervisors. Compensation for teaching part-time shall be proportionally based on the credit hours or contact hours of the developed courses assigned.

## Section 2-9. Tenure.

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. Tenure must be earned, not given. 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 men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society."*

The following provisions for tenure, which are in accord with those adopted by the Board of Regents, shall be observed:

- A. The Board of Supervisors has the ultimate responsibility for employing academic personnel and for awarding or denying tenure to academic personnel. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and employee before the appointment is consummated.
- B. Indeterminate tenure shall be earned by full-time academic personnel with respect to academic rank only.
  1. Administrators shall not earn tenure, except in their capacity as members of the faculty.
  2. Faculty members at the rank of instructor shall be on annual appointment and shall not be eligible for tenure.
  3. Assistant professors, or the equivalent, shall be eligible for tenure after serving the established probationary period. (See C below.)
  4. Faculty members promoted to the rank of associate professor, professor, or equivalent shall be awarded indeterminate tenure and shall be formally notified in writing within ninety (90) days of Board action.
  5. Faculty members initially employed at the rank of associate professor or equivalent shall serve a probationary period of three years, except at Southern University - Baton Rouge, where the probationary period will be four years.
  6. Faculty members initially employed at the rank of professor or equivalent shall serve a probationary period of two years, except at Southern University -Baton Rouge, where the probationary period will be four years.

7. Faculty members appointed to the rank of professor or associate professor, while being paid from a grant or contract for services, may be granted limited tenure, not exceeding the duration of the grant or contract.
  8. Faculty members appointed to a probationary rank after serving a minimum of five years of continuous service in a non-probationary, full-time rank at Southern University, shall be eligible for tenure after serving a probationary period of at least two years, but not more than four years.
- C. Full-time academic personnel below the rank of associate professor or equivalent shall serve a probationary period not to exceed seven years of continuous service. For the purpose of computing continuous service during the maximum seven-year probationary period, service at all ranks shall be included, subject to Paragraph B.8. of this Section above. Leaves approved by the Board may be included in individual cases at the discretion of the Board.
1. At the end of the first year of continuous service, such faculty members shall be evaluated for the purpose of determining eligibility for tenure.
  2. At the end of the sixth year, the faculty member shall be evaluated and the results provided to that individual. In the event tenure is to be denied to an assistant professor, twelve (12) months written notice of termination shall be given. In the event tenure is to be awarded, affected faculty members shall be informed in writing.
  3. For the purpose of the probationary period, credit shall be given for prior service within the Southern University System. Credit may be given for prior service at other institutions at the discretion of the Board.
  4. Recommendations of those who are to be considered for tenure shall originate in the various academic departments, with tenured faculty and department chairmen initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board.
- D. Tenured faculty members shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency or discontinuance of their program or department. Tenured faculty who face termination or who have been terminated due to program or departmental discontinuance, 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.
- In instances of financial exigency, tenured faculty members shall be governed by the existing policies for prioritizing employees during retrenchment.
- E. The provisions of this policy shall not be retroactive.

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 the effective date of this policy.
- F. Faculty members not recommended for tenure shall have a right to appeal. The President, with the advice and recommendation of the Chancellor and faculty representatives of each campus, shall cause to be developed and implemented a procedure for such appeals on each campus. The appeal procedures adopted for each campus shall be recommended by the President to the Board of Supervisors for approval.
- G. Within ninety (90) days of the effective date of this policy, each tenured faculty member in each affected institution shall be notified of his tenured status. Within the same period, each non-tenured faculty member shall be informed of his non-tenured status and shall be informed of existing tenure policy affecting him.

(10-1-95)

#### **Section 2-10. Grievance Procedures.**

The Governance Committee of the Board of Supervisors shall develop the grievance procedures for faculty and other unclassified employees for the Southern University System.

## CHAPTER III

### LEAVES OF ABSENCE

**Section 3.** Leaves of absence shall be granted to University personnel in accordance with provisions stated in Executive Orders, public laws, civil service regulations, and policies adopted by the Board. Leaves of absence shall be granted in the following categories: academic, annual, sick, civil, military, compensatory, maternity, special, leave without pay, and other.

#### **Section 3-1. 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.

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-eighths (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-eighths (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 of each campus shall, after having received requests from the chief academic officer or other administrative heads, make recommendations for academic leave through the President to the Board.

Prior to 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.

#### **Section 3-2. Annual Leave.**

- A. Annual leave is leave with pay granted to an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or for the transaction of personal affairs.
- B. Annual leave shall be earned by full-time and part-time academic staff members and by unclassified employees who are on fiscal year appointments. The accumulation

of annual leave days shall be in accordance with regulations or policies approved by the Board and appropriate state statutes. The President shall issue a memorandum setting forth these provisions.

Classified personnel earn annual leave in accordance with State Civil Service regulations.

**Section 3-3. Sick Leave.**

- A. Sick leave is leave with pay granted an employee who is suffering a disability which prevents performing usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment.
- B. Sick leave shall be granted each regular employee in accordance with policies approved by the Board, relevant State statutes or Civil Service regulations, whichever are applicable. Such regulations and policies shall be issued by memorandum from the President.

**Section 3-4. Civil Leave.**

An employee shall be granted leave with pay when required to serve jury duty or subpoenaed by any court.

**Section 3-5. Military Leave.**

An employee who is ordered to active duty with any branch of the armed forces, including the National Guard, for periods not to exceed fifteen (15) working days in one calendar year is entitled to leave of absence from the University without loss of pay or other benefits, and when relieved from duty shall be restored to the position held when ordered to duty. All days in excess of fifteen working days during a calendar year shall be leave without pay, unless covered by annual leave or compensatory leave.

**Section 3-6. Compensatory Leave.**

Compensatory leave is granted to classified employees only who were required to work overtime and who are granted time off as compensation.

**Section 3-7. Maternity Leave.**

Sick leave, annual leave and leave without pay may be granted for maternity leave purposes when the prenatal or postnatal condition of the employee prevents the performance of usual duties. The limit to the use of sick or annual leave for a postnatal condition is six (6) weeks, except cases in

which the physician certifies employees' inability to return to work.

### **Section 3-8. Special Leave.**

An employee shall be given time off without loss of pay, annual leave or sick leave when:

- a. voting in primary, general, or special election which falls on his regularly scheduled work day, provided not more than two (2) hours of leave shall be allowed an employee to vote in the parish where he is employed, and not more than one (1) day to vote in a parish outside the one where he is employed;
- b. participating in a state civil service examination on a regular work day, or taking a required examination pertinent to the examinee's state employment, before a State Licensing Board;
- c. the appointing authority determines that because of local conditions or celebrations, it is impracticable for his employees in such locality to work.

### **Section 3-9. Leaves of Absence without Pay.**

An employee may be granted leave of absence without pay for good cause. University policy on leave without pay for academic personnel and administrative officers shall be set forth in a memorandum from the President. State Civil Service regulations shall apply in the case of any classified employee.

### **Section 3-10. Other Leave.**

**A. Workers Compensation Payments.** When an employee is absent from work due to disabilities for which he is entitled to workers compensation, he may, at his option, to the extent of the amount accrued to his credit, use sick and annual leave not to exceed the amount necessary to receive total payments for leave and workers compensation equal to his regular salary.

When an employee engaged in law enforcement work is disabled while in the performance of duty of a hazardous nature, and because of such disability is unable to perform his usual duties, his appointing authority may, with prior approval of the Commissioner of Administration or Director of Civil Service, grant such disabled employee leave of absence with full pay during the period of such disability without charge against the employee's accumulated sick or annual leave, provided such employee must pay to his department all amounts received by him as workers compensation benefits. However, the period of such payment shall be governed by Civil Service Rules for classified employees.

**B.** An employee may be given time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent, or grand-child; provided such

time off shall not exceed two (2) days on any one (1) occasion.

**Section 3-11. Official Leave and Attendance Records.**

The administration shall maintain official records of leaves of any kind taken by all University personnel. Similarly, attendance records for unclassified employees shall be maintained. The President shall issue a memorandum of instructions to each campus administrative head for keeping such records.

## CHAPTER IV

### INSURANCE, DEFERRED COMPENSATION, AND RETIREMENT

#### **Section 4-1. Group Insurance Program.**

Employees of the Southern University System, including retirees, may participate in the State of Louisiana Employees Uniform Group Insurance Program in accordance with rules and regulations established for that program. The University will pay the appropriate employer portion of the cost for employees who elect to participate in this program.

#### **Section 4-2. Other Group Insurance or Benefit Programs.**

The Southern University System may make available to employees, through payroll deduction procedures or otherwise, other types of group coverage or benefit programs that are considered to be of particular interest and benefit to its employees. The inauguration of any such plan will be made only upon approval of the President, and no contribution will be made toward the cost of such additional programs without the approval of the Board.

#### **Section 4-3. Deferred Compensation.**

All employees of the Southern University System are eligible to participate in the Deferred Compensation Plan of the State of Louisiana. This Plan, which is supervised by the State of Louisiana Deferred Compensation Commission, provides an opportunity for employees to defer payment of current federal and state income taxes on a portion of income derived from the state.

#### **Section 4-4. Retirement Plans.**

All non-student regular employees of the Southern University System will be members of one of the following retirement plans, unless ineligible by provisions of the retirement system; however, no employee may be a member of more than one retirement plan.

##### **A. Teachers' Retirement System of Louisiana.**

Employees who are members of this System and who are required or permitted, under appropriate law and regulations of the System, to continue as members, may do so.

##### **B. Louisiana State Employees' Retirement System.**

Employees who are members of this System who are required or permitted, under appropriate law and regulations of the System, to continue as members, may do so.

##### **C. United States Civil Service Retirement System.**

Personnel of the Cooperative Extension Service who are required to become members of the United States Civil Service Retirement System shall be members of that System.

**D. Old Age and Survivors Insurance (Social Security).**

In specific cases, persons who are ineligible to participate in one of the three retirement plans mentioned above may contribute to and participate in OASI (Social Security).

**Section 4-5. Conditions of Retirement.**

Eligibility for retirement shall be in accordance with the provisions of the respective retirement systems.

**Section 4-6. Emeritus Titles.**

The Board, at its discretion, may elect to confer the title of *professor emeritus* on persons with academic rank who, upon retirement from the University, have attained the rank of professor and who have made outstanding contributions to the University.

The President, with the assistance of the Chancellors, shall appoint a systemwide committee to formulate systemwide procedures and criteria for conferring of the title of *professor emeritus*.

If feasible, the holder may be granted such amenities as office space, secretarial services and research facilities. The holder will be granted use of the library, free passes to cultural events, free parking privileges, and consideration for appointment to University advisory councils and committees.

## CHAPTER V

### FINANCIAL AND BUSINESS AFFAIRS

#### Section 5-1. Fiscal Planning and Budgeting.

The annual operating budget is the principal instrument for planning and controlling the fiscal affairs of the Southern University System. It presents an estimate of the amounts and sources of available funds and specifies how the anticipated revenue will be allocated for expenditures by various components of the University in support of goals and objectives.

- A. All budgets of the Southern University System must be balanced and prepared in accordance with the principles of prudent and responsible financial management.
- B. The head of each System budgetary unit shall be responsible for preparation of the budget of each respective unit in accordance with rules and procedures of the State, Board policies, and the President's administrative guidelines.
- C. General fund and capital outlay budgets of each budgetary unit of the Southern University System must be submitted, for approval, to the Southern University Board of Supervisors by the President of the System prior to being transmitted to any agency or entity of the State.
- D. Following passage of the appropriation acts by the Louisiana Legislature and approval by the Governor, the President shall submit a revised budgetary plan to the Board for approval, recommending those changes which are occasioned by legislative action.

After approval of such budgetary plan by the Board, a detailed budget shall be prepared in accordance therewith and distributed to the Board. The execution of the detailed budget shall be exercised by the President through the appropriate Chancellor.

- E. Any request made to the Legislature, Interim Emergency Board or Division of Administration for funds relating to any anticipated deficit of any budgetary unit of the University or agency thereof must be submitted to the Southern University Board of Supervisors for approval.

The University may seek from the Legislature, the Division of Administration or any other state agency additional funds for any budgetary unit of the University System or any agency thereof, upon proper notice to the Southern University Board of Supervisors, through its Chairman. Full and complete reports of the success or failure of the effort to obtain said funds, together with the reasons therefor, shall be communicated to the Board of Supervisors.

## **Section 5-2. Budget Management and Control.**

General policies for managing and controlling the budget shall be established by the President. All appropriations shall lapse at the end of the fiscal year, June 30, unless otherwise specifically provided for by state statutes.

In accordance with state regulations, a BA-7 is prepared, as it becomes necessary, to summarize all proposed budget adjustments affecting all budgetary totals, increasing or decreasing expenditure authorizations by categories, or reflecting changes in revenue. Upon the approval of the President, the BA-7 must be approved by the Southern University Board of Supervisors, the Board of Regents, Division of Administration and the Legislative Budget Committee.

## **Section 5-3. Fiscal Reporting.**

- A. Reports showing the encumbrances, expenditures and available allotment balances of each budgetary unit of the System shall be provided to the Southern University Board of Supervisors on a monthly basis.
- B. Reports showing the encumbrances, expenditures and available allotment balances of each department of the respective units of the System shall be provided to the Finance and Business Affairs Committee of the Board of Supervisors on a monthly basis.
- C. An annual financial report of the System shall be prepared following the close of each fiscal year, and copies shall be provided members of the Board of Supervisors, and shall become a part of the official record of the Board.
- D. The Board of Supervisors shall be furnished reports of impending or probable major financial problems as they are foreseen or anticipated during the course of the fiscal year. The report shall identify the problem and causes and suggest corrective action and resulting consequences.
- E. A demonstrably bona fide financial exigency, that is, an imminent financial crisis which threatens the survival of the institution as a whole and which can only be alleviated by adopting drastic means, shall be documented and reported to the Board. Such a report shall be prepared under the auspices of the Chancellor of the affected campus, with the guidance and advice of the System President and the System Vice President for Finance and Business Affairs. The Chancellor for the campus shall: (1) establish a process to assess the degree of the financial exigency or emergency with input from personnel throughout the campus or unit; (2) oversee the development of a plan to address and manage the budget to eliminate any possible deficit by the close of the fiscal year; (3) supervise the development of a mechanism for reduction in force and/or reduction in status of personnel that provides for academic and non-academic staff input, and for due process and appeal rights for all

affected employees; (4) cause to be prepared and executed an implementation plan to address the financial exigency or emergency within a reasonable timeframe; and (5) make recommendations to the System President for approval and submission for Board action on cost saving measures, reductions in the workforce, program alterations and/or elimination with suitable justifications and outcome predictions; alternative measures, policies and procedures to govern the post financial exigency or emergency period in terms of rehiring or status changes for employees affected by the exigency or emergency; and/or on other matters as required by the Board of Supervisors or the System President. (8-15-92)

#### **Section 5-4. Internal Auditing.**

The Internal Auditor shall conduct a continuous review of the business and financial accounts of the Southern University System and assess reliability of financial records.

#### **Section 5-5. External Auditing.**

- A. The Board may, at its discretion, cause to be conducted an independent audit of the financial transactions and accounts of the University System or any unit therein.

For the performance of an independent audit, the Board shall employ auditors who have no financial interest in the activities of the University System and who are under no contract of employment or retainer with the University System. At least one responsible member of the auditing firm or group selected shall be qualified to practice as a Certified Public Accountant.

Upon completion of an independent audit, a complete and detailed report of the findings and recommendations of the auditors shall be printed by the Board and copies thereof transmitted to the Governor and the Legislative Auditor. The expense of the audit and report shall be borne by the University System out of appropriations.

Nothing herein contained shall be construed to eliminate the necessity of an audit required by law to be made by any public auditing agency.

- B. The Chairman of the Board of Supervisors and the President of the Southern University System shall require or otherwise obtain an exit interview with the auditors conducting any and all audits involving the receipt and expenditures of state and/or other funds. Each member of the Board of Supervisors shall be notified of the date, time and place established for such exit interview. The attendance of other Board members at exit interviews is permissible.

The Board of Supervisors shall be notified of any anticipated difficulties that evidenced themselves in any final audit reports.

The final audit reports shall be submitted to the Board of Supervisors for information, consideration and action deemed appropriate by the Board.

**Section 5-6. Fiscal Operations.**

- A. Student fees charged by any unit of the System must be approved by the Board of Supervisors. Changes in fees must have the Board's approval prior to implementation.
- B. The purchase of goods and services by the University shall be accomplished in accordance with the purchasing procedures, rules, and guidelines of the state. Centralized purchasing through the Business Office of the respective campuses must be observed, without exceptions.
- C. In securing contracts for food services, construction, and contracts for equipment not covered by state contracts, the following procedures shall be followed:
  - 1. Notice of bids shall be advertised as provided by state regulations.
  - 2. Members of the Board shall receive a copy of the notice as advertised.
  - 3. Board members shall be invited to be present at the opening of bids and at the discussion of the bids or summary quotations of bids under consideration.
  - 4. Notice of the date of bid openings and the discussion thereof as noted above shall be sent to Board members not less than five (5) days prior to date of discussion and bid opening.
  - 5. A summary noting the designated lowest responsible bidder shall be submitted to the Board for review and shall include the following:
    - a. Cost figure of each bid
    - b. Comparison of quality of services where applicable
    - c. Indication of number of persons from whom bids were received
    - d. Evaluation of specifications
    - e. Other pertinent information used to determine the lowest responsible bidder
- D. Contracts for food services, construction, and contracts for equipment covered by state contracts, shall be subject to the purchasing procedures and regulations of the State of Louisiana, and these procedures shall be executed by the proper University officials. However, once the lowest responsible bidder is designated, such designations with supporting documentation shall be submitted to the Finance and Business Affairs Committee for action. That committee shall report its findings to the Board for final action. Once approved by the Board, the Chairman shall so

designate by affixing his signature to the contractual document.

- E. Athletic schedules for all sports shall be approved by the Board of Supervisors. Board approval shall also be required for classic, promotional or sponsorial games or contests and all Bayou Classic broadcasts or telecasts. All other athletic contracts or agreements, including subsidiary contracts necessary to complete the obligation or primary contract approved by the Board, shall be negotiated by or entered into by the appropriate University officials after complying with all applicable existing purchasing or procurement regulations of the State of Louisiana and Southern University.

(5-22-93)

- F. When competitive bids are obtained by the University for the purchase of goods or services, the bid documents must be kept available for convenient examination by the Board.
- G. Travel allowances shall be in accordance with state regulations. When travel advances are provided, reports must be made by the recipients no later than fifteen (15) days following the close of the month in which the trip was completed. The President shall issue a memorandum of travel regulations for the guidance of University personnel.

#### **Section 5-7. Expenses of the Board of Supervisors.**

Each member of the Board shall be paid a per diem in the amount prescribed by law for each day of actual attendance at meetings of the Board or of a committee appointed by the Board on which the member serves, or while on business assigned by the Board, plus travel and other expenses incurred in the performance of official duties. Reimbursement of travel and expenses shall be in conformity with regulations governing such expenses for state officials. The membership of each committee shall be shown on each committee notice.

#### **Section 5-8. Entertainment and Expenses of Visitors and Guests of the University**

Visitors and guests shall be reimbursed for costs of transportation only when such visitors and guests have rendered a definite service to the Southern University System.

Costs of entertainment of visitors and guests shall be drawn only from funds designated by the Southern University Board of Supervisors for such purposes.

Exceptions to this rule may be granted by the President or an appropriate official designated by the President when entertainment and expenses are paid from restricted funds provided for such purposes.

**Section 5-9. Custody and Control of Southern University System Property.**

No one shall use for his own benefit or for any other personal purposes any Southern University System property of whatever description, and no one shall be permitted to remove from the buildings or grounds any property belonging to the Southern University System unless approved by the President or his designee.

**Section 5-10. Use of Southern University System Vehicles.**

All transportation equipment of the Southern University System shall be used only on official business and shall be operated only by employees of the Southern University System and others authorized by the President or his designee.

**Section 5-11. Use of Southern University System Facilities.**

The facilities and premises of the Southern University System are for use in accomplishing its educational objectives and programs. The Southern University Board of Supervisors shall establish a general policy under which permission shall be granted for the use of system facilities by departments and divisions of the Southern University System, recognized campus groups, or non-university organizations. The administrative head of each campus shall prepare and file with the Office of the Southern University Board of Supervisors such detailed procedures as deemed desirable and necessary for compliance with the established general policy.

**Section 5-12. Sale of Goods or Services and Operation of Business Enterprises.**

No department or agency of the Southern University System shall sell goods or services for cash or on account, other than those of a nature recurring for the activity, or operate a business enterprise without the approval of the President or his official designee.

**Section 5-13. Auxiliary Enterprises.**

Self-supporting auxiliary enterprises (designated as restricted fund accounts) shall be charged with the costs of all utilities, equipment, repairs, and alterations to buildings incident to their operations.

**Section 5-14. Gifts and Grants.**

- A. Gifts and grants from federal, private and state sources other than legislative appropriation may be obtained by the University administration for the purpose of supporting and creating academic, scholarship, research, and social service programs within the University System. These programs must be in keeping with the mission, purposes, and goals of the University.
- B. The University administration shall establish guidelines and procedures for seeking

funds, and for their use and accounting in accordance with the laws and policies of the State of Louisiana and the granting agency.

- C. Authority to accept or reject a grant proposal or the funds for same shall be vested in the University administration.
- D. The University administration shall notify the Board of Supervisors of the receipt of grant funds and shall submit an annual status report on grants within the System to the Board of Supervisors.

### **Section 5-15. Patents and Copyrights.**

#### **A. General Policy.**

The Southern University System expects and encourages faculty and staff to engage in creative, scholarly activities as part of their duties. Some of these activities may lead to an invention or the production of material for which a patent or copyright may be obtained. In such cases, both the Southern University System and the employees may stand to gain prestige and financial benefits from the products of such activities, as further defined below.

#### **B. Legal Title to Patents and Copyrights.**

Inventions and material for which a patent or a copyright can be obtained (resulting from work carried on by, or under the direction of Southern University System personnel and supported in whole or part by funds under control of the System or involving System facilities) should be used and controlled to produce the greatest benefit to the System and the public. Accordingly, the Southern University System reserves the right to share legal title to any such inventions or material, and any employees responsible for such invention or copyrightable material shall, upon request of the Southern University System, assign the agreed upon share of the rights, title, and interest to the System.

The System respects the rights of the sponsors of research to the title of such inventions or right to copyright material, if prescribed by law and explicitly stated in contractual agreements made with the System. If the Southern University System declines to pursue a patent or copyright application, it may release its rights to the inventor or author unless such release is not permitted by law and contractual agreement with a sponsor supporting the work that led to the invention or the product of other types of creative activity.

#### **C. Royalties.**

The Southern University System and its employees may obtain financial benefits from royalties which may be generated from patents and copyrights. In each such case, the amount of royalties to be paid to the System and to the particular employee shall be outlined in a written agreement between the concerned parties.

## CHAPTER VI

### ORGANIZATIONS AFFILIATED WITH THE UNIVERSITY

#### **Section 6-1. Relationship to the University System.**

Certain organizations and agencies are recognized as being so closely related to the program of the University that they are accorded privileges, including offices, laboratories, other facilities, and services, even though they are not under the management and direction of the University. However, an organization, group, agency, or activity not under the direct control of the University shall not be accorded such privileges on the campus without receiving written permission from the Chancellor or the System President.

#### **Section 6-2. The Alumni Federation.**

The Alumni Federation is an autonomous organization of Southern University graduates and former students, domiciled at Southern University-Baton Rouge, but with chapters throughout the nation. The objectives of the Federation are to encourage academic excellence, stimulate a wholesome school spirit, foster a spirit of cooperation and fellowship between the University and its graduates, and promote the welfare of Southern University. The Federation augments the program of the University by maintaining records of Southern University graduates and former students, and actively soliciting support of, and interest in, the University. In support of this close affiliation, the University shall furnish the Alumni Federation with office and other appropriate space on the respective campuses, together with utilities and other services incident to the occupancy of such space, with special reference and accord to the Alumni House built by the alumni on the Baton Rouge campus. The chief system officer for the Alumni Federation shall be the Alumni Director who shall coordinate the alumni activities of all the various chapters. The membership of the Federation and of the various chapters shall be determined by the organizations on the respective campuses and each of the various chapters throughout the nation.

#### **Section 6-3. The Southern University System Foundation.**

The Southern University System Foundation is incorporated under the provisions of Title 12 of the Louisiana Revised Statutes of 1950. Its purposes are to promote the educational and cultural welfare of Southern University, its faculty, students, and facilities so as to provide broader educational advantages and opportunities, encourage faculty research and creative activities, aid students to continue studies at the University and to solicit and accept gifts, grants and bequests for the aforesaid purposes of the Foundation.

#### **Section 6-4. Southern University at New Orleans Foundation.**

The Southern University at New Orleans Foundation, established in the Spring of 1976, is a non-profit organization duly incorporated to do business in the State of Louisiana and the Parish of Orleans. This corporation is organized exclusively for charitable, religious, scientific, and educational purposes. Among the Foundation's objectives are to promote the educational and cultural welfare of Southern University at New Orleans, aid any student to continue studies at the University, facilitate any line of work or research embraced at the University, and solicit and accept funds of all kinds for the purpose of providing funds for scholarship, research, and any other designated benefits for the University or its faculty.

## CHAPTER VII

### REPEAL AND AMENDMENT TO REGULATIONS

#### **Section 7-1. Repealing Clause.**

Any and all resolutions, regulations, orders, directives, and rules adopted or enacted heretofore by the Board of Supervisors and which are in conflict with any section of these regulations are hereby repealed.

#### **Section 7-2. Amendment.**

Any and all sections of these regulations, except as they include regulations specifically enacted by the Louisiana Board of Regents and the Revised Statutes or other laws of the State of Louisiana, may be amended by an affirmative vote of at least ten (10) members of the Board. Any proposed amendment shall be placed on the agenda and forwarded to each member of the Board at least ten (10) days prior to the meeting of the Board.

#### **Section 7-3. Saving Clause.**

If any provision or item of these Regulations or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of the Regulations which can be given effect without the invalid provisions, items or applications; and to this end, the provisions of these Regulations are hereby severable.

Where amendments, changes, additions, or deletions hereto are made by the Southern University Board of Supervisors, said amendments, changes, additions, and deletions shall refer only to those sections changed, added, deleted or amended and the remainder of these Regulations shall remain in full force and virtue insofar as the same can be given applicability.

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