

faculty. Generally, standard expectations will cover instruction, research/scholarship, and service, and will be consistent with the mission of the institution. It is understood that there will be exceptions and that those exceptions will be accounted for and justified at the campus.

The institutional policy shall specify that each person employed as a full-time instructional faculty member shall be assigned a minimum of 24 semester credit hours, or its equivalent, of instruction in organized undergraduate classes each academic year. Institutions or specific schools, colleges, or departments may set higher minimums for faculty, especially those not actively involved in non-instructional activities. Reductions from the minimum may be allowed for the following factors: special accreditation requirements, nature of the subject taught, number of different preparations, number of students taught, level of course (undergraduate, graduate, or mix), other special assignments, etc. Faculty members employed to perform duties other than full-time instruction (e.g., administrative, research, etc.) are to receive appropriate adjustments in credit hour loads. (Addition approved 6/23/00)

SECTION II. PERSONNEL ACTIONS

- A. Chief Executive Vacancies. For all appointments to vacancies in the chief executive position at any institution under the jurisdiction of the Board, three months' written notice, or less at the option of the Board, shall be provided to the Board through the System President in order that all applicants who qualify may be given an official application and that the proper committee, after interviewing such applicants, may make recommendations to the Board for final selection.
1. Chief Executive Search Procedure. Upon receipt of notice of an incumbent president's decision to retire or resign, the following process shall be followed:
 - a. Appointment of Search Committee. The Chair of the Board of Supervisors for the University of Louisiana System shall appoint a search committee of at least six members of the Board, and a faculty member of the affected institution, selected by the Faculty Senate of the affected institution. The System President shall serve as the non-voting Chair of the search committee. The student member on the Board shall serve as one of the appointed members. The Chair's selection of the other Board members shall be such that a majority of them shall have the strongest ties with the institution in question. Other members of the Board are encouraged to attend meetings of the search committee. However, only those appointed to that committee may vote as it exercises its function of preparing its recommendations for the Board.
 - b. Selection Procedure. The detailed procedure to be employed and the timetable to be followed in carrying out the search shall be designated by the search committee as its first order of business. The committee shall present the procedure and timetable to be used to the Board at its next official meeting. The search committee shall visit the campus early in the process and obtain

input from the Student Government Association, Faculty Senate and alumni association regarding desired qualifications for candidates (see “Credentials of Candidates” below). The committee may also request input from other groups or individuals as deemed appropriate. In accordance with L.R.S. 17:3303, the individual to fill the presidential vacancy shall be appointed by the Board, taking into consideration the recommendation(s) of the System President.

- c. Credentials of Candidates. The search committee shall prepare a statement of minimum qualifications for candidates which is appropriate for the role, scope and mission of the institution. A candidate shall be expected to have an earned doctorate from an accredited institution and successful experience in an institution of higher education. In exceptional cases, however, a candidate having an extraordinary record of leadership and accomplishments, but lacking one or more of the above specified credentials, could be considered and recommended by the search committee.
 2. Appointment of Acting or Interim Chief Executive. The Board may choose to appoint an acting or interim president upon the recommendation of the System President.
- B. Appointments for Vice Presidents, (Academic, Non-Academic) Deans and Athletic Directors. These appointments shall be submitted for approval by the Board as individual line items. Employment should not commence prior to official Board action. All terms and conditions of employment shall be submitted to the System office for review. (*See PPMs*)
- C. Approval of Personnel Actions. All personnel actions shall be brought before the Board for ratification based on recommendations of the System President.
- D. Unclassified Administrative Personnel. All unclassified administrative staff shall hold their administrative appointment at the pleasure or will of the Board of Supervisors. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.
- No employment of an administrative position is to begin prior to Board approval. For administrative personnel other than vice presidents, deans, and athletic directors, emergency authorization may be granted on a temporary basis by the System office to proceed pending Board action.
1. Temporary Appointments. No individual shall be appointed on a temporary (“acting” or “interim”) basis for more than 12 months. After that period, should the position not be filled by someone on a continuing basis, the temporary incumbent can only be reappointed if a truly compelling need exists.

The reappointment of the temporary incumbent must be submitted for Board approval. Any request for reappointment must include justification. (Addition approved 3/21/97)

- E. Classified Employees. The Board grants authority to the presidents of the colleges and universities within the University of Louisiana System, or their designees, to hire or dismiss any classified employee in compliance with state law and appropriate Civil Service Commission regulations. All such action shall be deemed approved by the System Head and Board and no further action by either shall be required. (Revision approved 6/25/99)
- F. Qualifications for Academic Administrators. Each academic administrator (department head, director, dean, or vice president) who is to be appointed with rank and in a tenure track position shall have an earned degree in a field appropriate to the position. In addition, each administrator shall have the earned doctorate or appropriate terminal degree for his/her discipline. Exceptions to this requirement may be made for community colleges or other special situations. Such exceptions must be approved by the System President. (Addition approved 8/30/95)
- G. Reemployment of State Retirees. It is contrary to Board policy to employ on a regular (full-time) basis individuals who have retired from service in the state retirement system. Such individuals may be employed on a temporary, non continuation basis; however, it is expected that regular employees will be utilized when available.
- When there is a documented need for a campus to secure the service of a state, college or university retiree because the individual possesses particular knowledge and qualifications not possessed by available applicants for regular employment, the president of the institution is authorized to approve the appointment(s) of such retired individual for a period not to exceed six months. Recommendations for appointment(s) of a University retiree for more than six months are to be submitted to the System office for review and approval prior to processing of appointment forms.
- All actions for retired individuals are subject to applicable personnel and equal employment practices, including the normal review and authorization procedures for academic and unclassified employees required by this office and Board of Supervisors **RULES**.
- In addition to the general Board policy, there may be certain legal limitations and reporting procedures that apply to employment of retirees. (Addition approved 1/5/96)
- H. Selective Service System Registration for Unclassified Positions. In accordance with L.R.S. 42:33, an individual shall be ineligible for employment or appointment in an unclassified civil service position (faculty or staff) with the Board or institutions within the University of Louisiana System if he:

1. Was born after December 31, 1960, or is or was required to register under Section 3 of the Military Selective Service Act (50 U.S.C. App. 453), and
2. Is not so registered or knowingly and willfully did not so register before the requirement terminated or became inapplicable to the individual. (Addition approved 9/26/97)