



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the COLLEGE OF AGRICULTURAL, HUMAN AND ENVIRONMENTAL SCIENCES

OFFICE OF THE CHANCELLOR-DEAN

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September 24, 2025

Dennis J. Shields, SUS President
Southern University System
4th Floor, J. S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear President Shields,

RE: SUAREC/CAHES – OCTOBER 2025 BOARD PACKET SUBMISSION

Enclosed herewith is the following item from the Southern University Agriculture Research and Extension Center and the College of Agricultural, Human and Environmental Sciences for inclusion in the **OCTOBER 2025 BOARD PACKAGE**.

- Request Approval of the Southern University Agricultural Research and Extension Center's Faculty Handbook.

Please let me know if you need further information or have any questions. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to be 'O. F. McMeans'.

Orlando F. McMeans, Ph.D.
Chancellor-Dean



TM

Center

Faculty and Staff **HANDBOOK**

Baton Rouge, Louisiana



SOUTHERN UNIVERSITY
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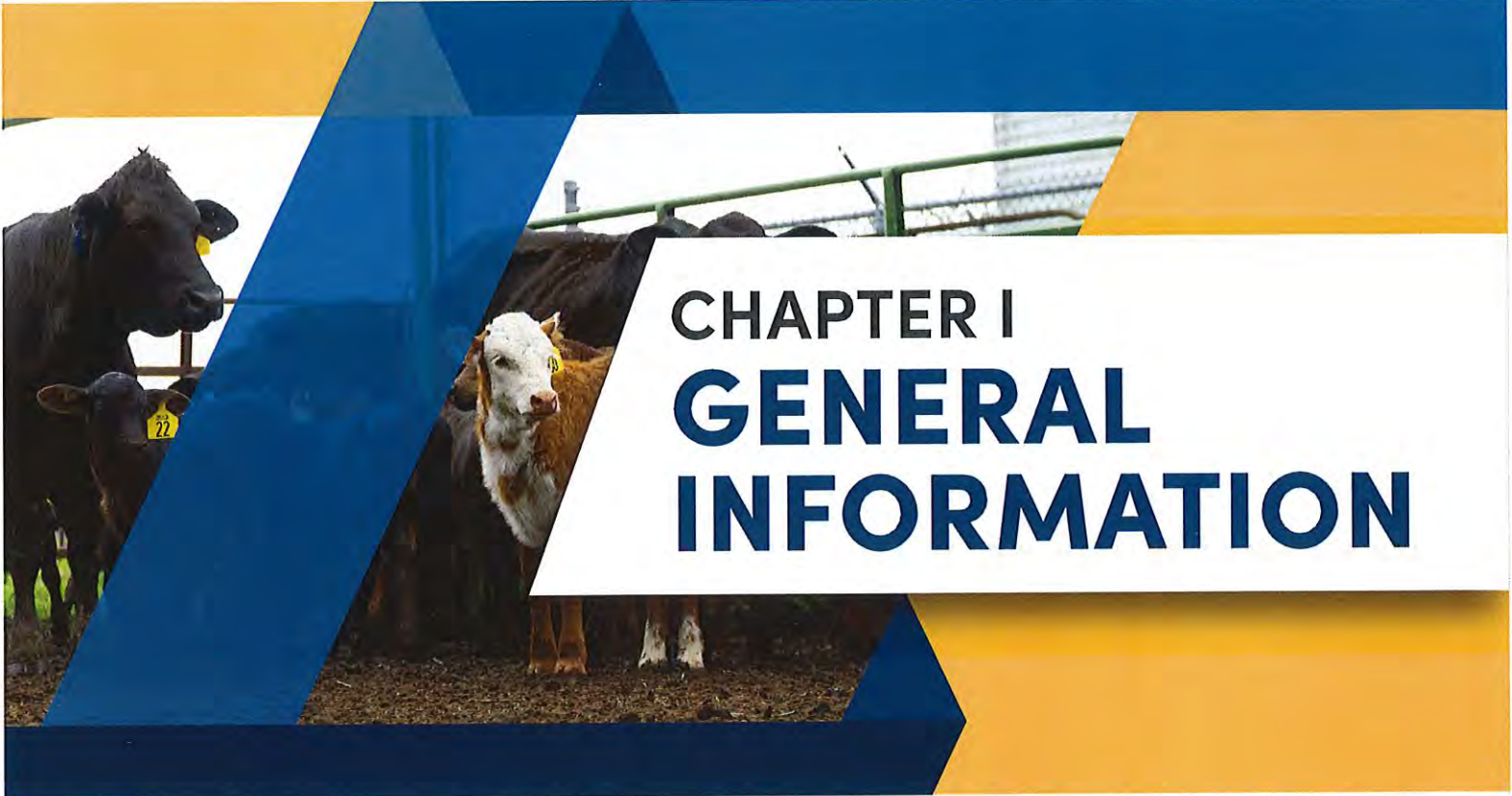
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CHAPTER I GENERAL INFORMATION

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

The Southern University Cooperative Extension was established in 1972. The Appropriations Act which provided special funds under Sec. 3 (d) of the Smith-Lever Act enabled SU to fully implement the outreach phase of the land-grant philosophy. In 1977, Public Law 95-113 converted these monies into permanent funds on a formula basis. Aligned with the Land-Grant Philosophy, an agricultural outreach program was developed to improve the education of all Louisiana citizens.

As the first 1890 Land-Grant Institution in Louisiana, the Cooperative Extension Program was administered at the system's level and reported directly to the Southern University President and Board of Supervisors. Program area leaders and personnel developed programs including but not limited to agriculture and family and consumer sciences which mirrored the SUBR-College of Agricultural, Family and Consumer Sciences. Agricultural research was administered and conducted by faculty in collaboration with Extension to deliver research based information to Louisiana parishes on small-scale farms, crops, livestock, home gardening, food preservation, financial management, nutrition, and family well-being.

Twenty-nine years later, the Southern University Agricultural Research and Extension Center (SUAREC) or SU Ag Center was established on July 1, 2001 out of the need to enhance the impact of our land-grant programs to address current issues of the Louisiana citizenry. The Agricultural Research and Extension Center is an evolution of the integration of both entities. The SU Ag Center has grown continuously to encompass outreach programs that include: the former Center for Small Farms, which was established in 1983, the Southern University Cooperative Extension Program's Livestock Show and its state-of-the-art arena and a 385-acre agricultural research experiment station and multi-purpose building.

The Center's programs are, and will continue to be, multi-disciplinary with collaboration among research scientists and cooperative extension personnel from Southern University and the LSU Agricultural Center, when appropriate. Programs in the Center are focused on, but are not limited to, the following areas: Agricultural and Natural Resources, Family and Human Sciences, Youth Development, Human Nutrition,

Public Health, and Community Economic and Resources Development. The Center is therefore poised to be recognized and valued as a premier provider for practical new discoveries, outreach education and technical assistance in the food, agricultural, human and environmental sciences.

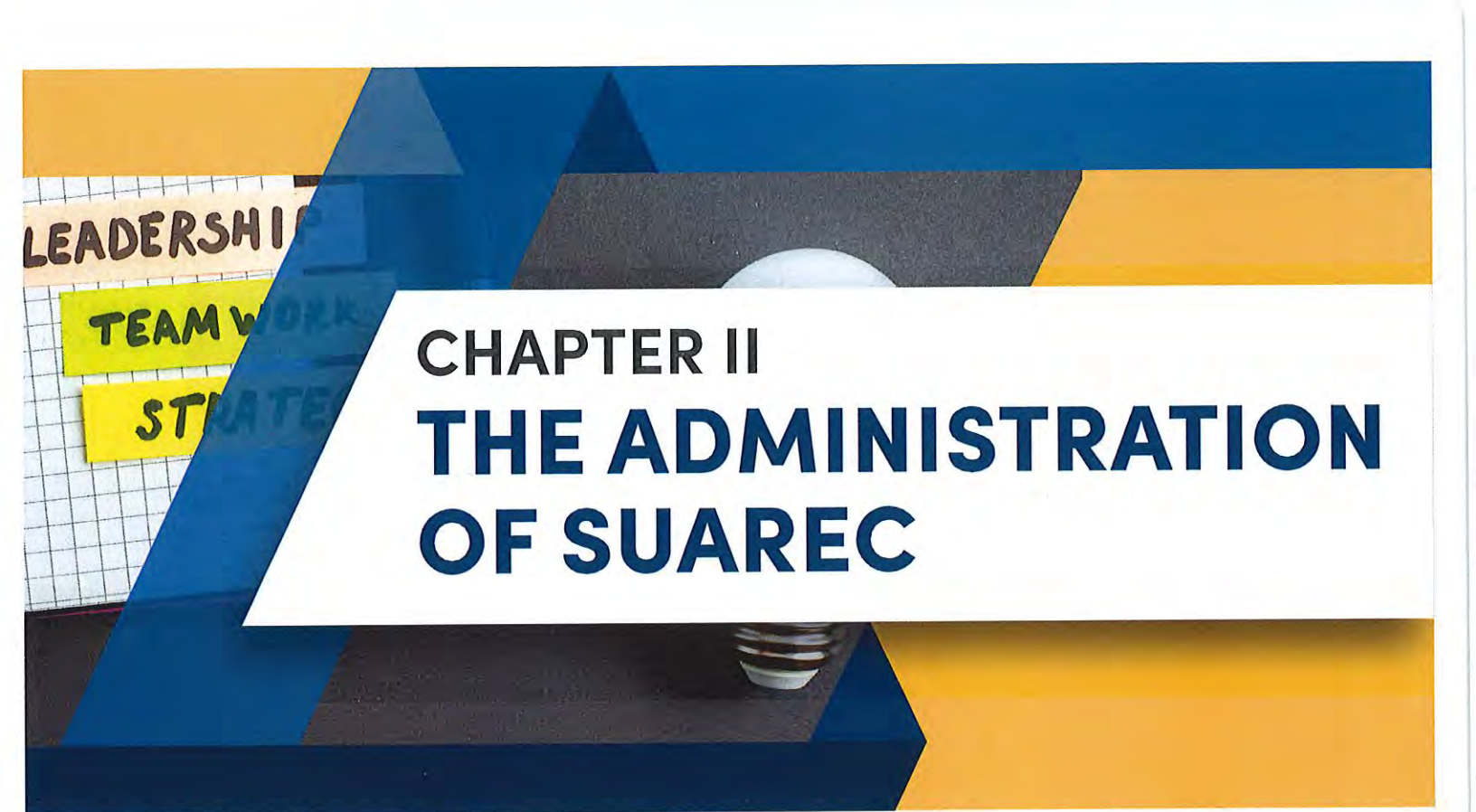
1.2 Statement of Purpose

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

1.3 Accreditation

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





LEADERSHIP
TEAMWORK
STRATEGY

CHAPTER II

THE ADMINISTRATION OF SUAREC

2.1 Governing Boards

A. The Board of Regents

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

B. The Board of Supervisors

The Board of Supervisors is the governing body for the SU System (Southern University Shreveport, Southern University Baton Rouge, Southern University Law Center, Southern University Agricultural Research and Extension Center, and Southern University New Orleans). The Board of Supervisors of the Southern University System is composed of sixteen members appointed by the governor with the consent of the State Senate. The sixteen-member Board consists of two members from each of the State's Congressional Districts, one member from the state at large, and one student member. The members of the Board of Supervisors serve overlapping terms of six years, with the exception of the student member, whose term is for one year.

2.2 The Administrative Organization of SUAREC

Duties and Responsibilities of Administrative Officers of SUAREC:

A. Chancellor-Dean

The Chancellor is administratively responsible to the president of the Southern University System. The Chancellor-Dean is responsible for all operations of the Agricultural Center including fiscal and related research and extension programs in the areas of agricultural, family and consumer sciences, as well as other outreach initiatives sponsored by the Center.

The Chancellor-Dean advises the Vice Chancellor for Academic Affairs through the chief academic affairs officer, on personnel, financial, and student academic needs; recommends, plans, and manages activities of the departments/divisions under their supervision; makes recommendations and decisions to maintain accreditation and high academic and research standards applicable to their colleges/schools; ensures



that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; grantsmanship; prepares, presents, and executes approved budgets for their colleges or schools; and, after consultation with their faculties, makes recommendations on personnel matters relating to the members of the staff under their direction.

The Agricultural Center is a non-traditional campus in that it does not have students enrolled for academic credits. It operates state-wide in an attempt to improve the quality of life of Louisiana citizenry through the applications of research-based information. The chancellor is responsible for networking with other land-grant universities, commodity groups and federal and state agencies in an attempt to promote relevant research and educational programs.

B. Executive Vice Chancellor

The Executive Vice Chancellor is administratively responsible to the Chancellor-Dean. The Executive Vice Chancellor assists in moving the myriads of activities in the land-grant programs; develops land-grant international programs; and assists the Chancellor-Dean in forging linkages with other campuses in the Southern University System. The Executive Vice Chancellor serves as the number two person in command in the administrative structure of the SUAREC and the CAHES as authorized and directed. The Executive Vice Chancellor also assists the Chancellor-Dean with the review of recommendations for appointments, promotions, suspensions and dismissal of employees as well as serve as the Chancellor-Dean representative as directed.

C. Vice Chancellor for Finance and Administration

Vice Chancellor for Finance and Administration reports directly to the chancellor of the Agricultural Research and Extension Center and is responsible for the overall personnel (human resources) functions and all business and fiscal affairs of the Center. Vice Chancellor for Finance and Administration provides assistance to the Vice Chancellors for Academics, Research and Extension as it pertains to administrative matters in the Center. This officer maintains a close working relationship with the SU System; the Board of Regents and other state and federal agencies and organizations working with the Agricultural Research and Extension Center and represents the chancellor at meetings and other activities upon his/her request. Ensure compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation and maintenance of required and appropriate financial records, monthly and annual financial reports, and all other financial reporting as may be required by federal, state, local agencies, or established accounting standards. Help to ensure achievement of the goals and objectives of the campus by overseeing the preparation of an annual appropriations request and overseeing the preparation of an internal budget using budget models to project future revenue and following established policies for expenditures. Advises the Chancellor-Dean on issues relating to the financial status of the campus and by preparing reports, recommendations, findings, and other correspondence as required.

Comptroller

The Comptroller serves as the primary assistant to the Vice Chancellor for Financial and Administration by helping to plan, monitor, and implement the multimillion dollar research and operations budget of Southern University's Agricultural Campus. The Comptroller assists the Vice Chancellor for Finance and Administration with managing a General Fund Budget of approximately \$5 million, subject to appropriations by the Louisiana Legislature; federal and state grants averaging \$10 million; and USDA Building Fund for Research, Extension, and Instruction Funding of approximately \$7 million. The Comptroller helps to develop accounting records and procedures for recording appropriations and expenditures, including payroll expenses, supply and equipment purchases, contracting costs, and other financial transactions as

well as plans and directs operational or financial audits and other reviews to ensure financial accountability and compliance with established standards and operating procedures.

Director of Facilities

The Director of Facilities reports to the Vice Chancellor for Finance and Administration and is responsible for the strategic planning, management, and day-to-day oversight of all physical facilities, grounds, and infrastructure of

the SUAREC. This includes ensuring the safe, efficient, and sustainable operation of buildings, systems, and campuses, while supporting the organization's mission, vision, long-term goals and emergency facility needs. The Director leads a team of professionals across maintenance, custodial services, groundskeeping, capital projects, and environmental health and safety. The Director also provides budget oversight, identifies cost-saving opportunities, develops and implements operational policies, procedures, and best practices aligned with institutional goals.

Director of Grants and Contracts

Reporting directly to the Vice Chancellor for Finance and Administration, the Director of Grants and Contracts is responsible for the executive oversight of the pre-and post-award activities at the SUAREC. The Director is also responsible for assisting faculty, staff, and administrators with pre-award services, such as preparing and submitting proposals, developing and conducting workshops and seminars, and providing regulatory oversight. The Director ensures that all proposals and contracts adhere to federal, state, university, and sponsor requirements by interpreting federal and state laws and regulations and university policies regarding grant implementation and compliance. The Director monitors and manages the day-to-day operations of the research activity to ensure compliance and optimal service levels. Additionally, the Director must also maintain reporting on Office of Sponsored Programs data and university research activity and communicate the information to the research community.

D. Vice Chancellor for Academics and Student Support-Associate Dean

The Vice Chancellor for Academics and Student Support-Associate Dean is an academic and administrative officer who reports to the Chancellor-Dean of the SUAREC and CAFCS. The Vice Chancellor supports the teaching, research, and service mission of the college by discharging responsibilities in one or more areas as defined by the Chancellor-Dean. The Vice Chancellor serves as a conduit for the communication between the Chancellor-Dean's office and the department chairs and university offices/external communities as defined by the Chancellor-Dean. The Associate Dean is responsible for several areas including oversight of the school/college strategic plan, curriculum development, assessment of learning outcome, accreditation, grant proposals development and implementation, international programs, external relations, and program development and review. The Associate Dean works closely with Department Chairpersons and the Chancellor-Dean to implement policies, solutions, standards, and processes for continuous improvement. The Vice Chancellor-Associate Dean helps Departmental Chairs provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence. The Vice Chancellor-Associate Dean represents the college at events and activities when the Chancellor-Dean is unavailable.

E. Vice Chancellor for Research

The Vice Chancellor for Research is responsible for assisting the Chancellor-Dean in promoting and expanding the research mission of the SUAREC and the CAFCS by increasing and supporting scholarly activities of faculty, staff and students, and developing strategic partnerships with other institutions of higher education, government, and industry, while promoting shared responsibility, compliance, and



research integrity. Specifically, the Vice Chancellor for Research assists faculty members in their research endeavors, encourages interdisciplinary activities across the campus, and provides support for new programs and initiatives. In addition, the Vice Chancellor for Research works with Southern University System officials, state officials, and federal officials to ensure that research being conducted is done so in a compliant and responsible manner.

The Vice Chancellor for Research is also responsible for the administration, operations, and supervision of the SUAREC Research Station and accompanying farms, and its staff, research activities, and projects. Finally, the Vice Chancellor for Research represents the Center locally and nationally on matters pertaining to research and interacts with commodity groups, community-based organizations and other stakeholders on an on-going basis to assess program impact.

Associate Vice Chancellor for Research

The Associate Vice Chancellor for Research reports to the Vice Chancellor for Research and provides supervision to program leaders in the various research program areas. The position is to support activities of the Vice Chancellor for Research and also to provide leadership in faculty and staff evaluations. As called for in the Faculty & Staff Handbook, the Associate Vice Chancellor will, at the appropriate time, distribute faculty and staff evaluation forms, collect those forms as filled out by faculty, and conduct individual completed faculty and staff evaluations. Also, the Associate Vice Chancellor will oversee the publishing of "progress reports" on each research project by individual scientists. This officer also assists the Vice Chancellor with program implementation in accordance with federal and state guidelines.

F. Vice Chancellor for Extension and Outreach

The Vice Chancellor for Extension and Outreach reports to the Chancellor-Dean of SUAREC. The individual is responsible for assisting the Chancellor-Dean in promoting and expanding the outreach mission of SUAREC and the CAHES by increasing and supporting the extension and outreach activities both locally and to all 64 parishes of Louisiana. Specifically, the Vice Chancellor for Extension and Outreach will provide support in the development and implementation of extension programming in areas related to Agriculture and Natural Resources (ANR), Family and Human Sciences, Community Economic Resource Development, Human Health and Nutrition, and 4-H and Positive Youth Development. The Vice Chancellor for Extension and Outreach will also have oversight of the Sustainable, Agriculture and Rural Development Institute (SARDI), which is in Opelousas, Louisiana. This satellite campus is an extension of all program areas of the cooperative extension program and is responsible for the delivery of these community outreach programs covering a ten-parish area. All five cooperative extension areas are led by three program leaders which include a director.

The Vice Chancellor for Extension and Outreach is responsible for extension administration, operations, and supervision of the SU Cooperative Extension Program staff, parish offices, and other related extension facilities. The Vice Chancellor for Extension and Outreach will assist extension agents, specialists, and program leaders in securing funds for outreach activities, develop and enhance partnerships, as well as collaborate with other institutions, industries, and state and federal agencies.

Associate Vice Chancellor for Extension and Outreach

The Associate Vice Chancellor for Extension and Outreach reports to the Vice Chancellor for Extension. The Associate Vice Chancellor for Extension and Outreach is a key leader responsible for advancing the educational mission of the institution, working closely with the Vice Chancellor for Extension and Outreach. This position is crucial for the development and execution of diverse extension programs, encompassing areas such as agriculture and natural resources, family and consumer sciences, community and resource development, and youth development. By operating at the intersection of multiple programs and disciplines, the Associate Vice Chancellor ensures that outreach efforts are cohesive and comprehensive. This role not only enhances program effectiveness but also fosters collaboration among various stakeholders to address

community needs. Through strategic leadership, the Associate Vice Chancellor contributes significantly to building a robust framework for impactful service delivery. This position supports the institution's goal of serving and enriching communities through educational outreach.

G. Vice Chancellor for Institutional Advancement and External Relations

Reporting directly to the Chancellor-Dean and working in concert with all Vice Chancellors, the Vice Chancellor for Institutional Advancement and External Relations serves as the chief external relations officer providing leadership in fundraising and development, communications, government and community relations, and marketing. Responsibilities include but aren't limited to providing leadership and oversight on strategy development to reach, influence and collaborate with the university's internal and external stakeholders; supervising the units within the respective portfolio; and representing the SU Ag Center and SU College of Agricultural, Human and Environmental Sciences throughout the state and nation to advance the Ag Center and College's mission, vision and strategic initiatives.

Director of Technology Services

The Director of Technology reports directly to the Vice Chancellor for Institutional Advancement and External Relations. The Director of Technology has the responsibility for planning and delivery of all instructional, administrative, and communication services and will oversee all SUAREC technology staff. The Director is responsible for leading the use of new and emerging technologies and the adaptation of existing technologies for the development of current and future initiatives and ventures at SUAREC and CAHES. The Director is integrally involved with exploring proprietary and open-source technologies and must be conversant with database management and data scheme issues as well as data security, replication and ongoing data mining and business intelligence operations to assist the entire institution. The Director will also lead process redesign for the institution and will establish priorities related to implementation of new technology and information systems.

Director of Advancement

The Director of Advancement is responsible to the Chancellor-Dean for the management of all aspects of advancement programs to include: annual giving campaigns, gift solicitation, special events, campaign volunteer management, donor communications, CAHES alumni cultivation, gift acknowledgement and donor recognition. The Director develops strategies for identification, cultivation, solicitation, and stewardship of major gift donors for all approved fundraising priorities for SUAREC and CAHES. The Director maintains a working relationship with the Southern University System Foundation (SUSF) through its CEO. While the Director reports to the Chancellor-Dean of SUAREC/CAHES administratively and organizationally, the Southern University System Foundation provides day-to-day direct supervision, performance management, training and operational support.

H. Director of Grants and Facilities Program Management

The Director of Grants and Facilities Program Management is responsible for coordinating all electronic grant proposal submissions to federal agencies and other funding sources; all incoming and outgoing contracts and subcontracts from and to institutions/entities; serves as administrative officer to coordinate and submit all pre-award and some post award documents and maintain a database for all grant awards, contracts and agreements. The Director assist in the supervision and implementation of all 1890 Facilities Program projects and activities. The Director coordinates the collection and compiling of quarterly reports for SUAREC activities and submits the reports to the Louisiana Performance Accountability System (LaPAS) and serves as the Site Administrator to review and submit annual and final progress reports for USDA/NIFA

Reporting Web Portal (REEport), National 4-H Council, Excellence in Extension, ezFedGrants, etc. The Director also monitors the Center's activities to ensure accountability, quality assurance and compliance.

I. Associate Vice Chancellor for Compliance

Reporting directly to the Chancellor-Dean and working in concert with all Vice Chancellors, the Associate Vice Chancellor for Compliance provides leadership on all issues of discrimination appertaining to the 120-plus personnel of the SUAREC and CAHES located in 48 parishes across the state of Louisiana; provides support services to the SUS General Counsel and SU System Human Resources Offices on an as-needed basis; provides a pathway of education and training to help reduce discrimination, retaliations, age discrimination, equity complaints, lawsuits, and USDA legal investigations put forth by SUAREC and CAHES students, staff, faculty, researchers, and administrators; provides oversight and leadership for compliance regulations at SUAREC; and serves as a representative on university, higher education, and state agency committees to ensure SUAREC complies with all federal, state, and local regulations.

J. Program Leaders

Program leaders report to the Associate Vice Chancellor for Extension and Outreach and the Associate Vice Chancellor for Research on all matters pertaining to sponsored agricultural research and extension programs.

The Program Leader is responsible for the structure and function of the programmatic area. As leader of the program, he/she will perform the following duties and responsibilities:

LEADERSHIP



- a) Responsible for planning programs in extension, research and other functions;
- b) Leads and involves extension and research program faculty, staff and agents in the development and implementation of the program's strategic plan, periodic program reviews and assessment activities, based on SUAREC guidelines and the College and the University policies; and
- c) In collaboration with program faculty, staff and agents, develops the program areas special niche, strategic initiatives and choices to raise the program to the next level of excellence.

RESEARCH



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

OUTREACH EDUCATION



- a) Keeps abreast of the goals, contents, and instructional effectiveness for each course/workshop offered or conducted in the program area;
- b) In collaboration with the Extension Specialists, develops strategies for the improvement of instruction, for program development, and for maintaining excellence in the program area;
- c) Oversees the assessment of learning outcomes;
- d) In collaboration with the Extension Specialists, provides input in the annual review and evaluation of program faculty, staff and agents, including review of their annual reports, workload, and performance.
- e.) At the discretion of the Vice Chancellor for Extension and Outreach, Program Leaders may be appointed to three-year terms. The Program Leader may be reappointed for successive terms.

PLANNING, IMPLEMENTATION & EVALUATION

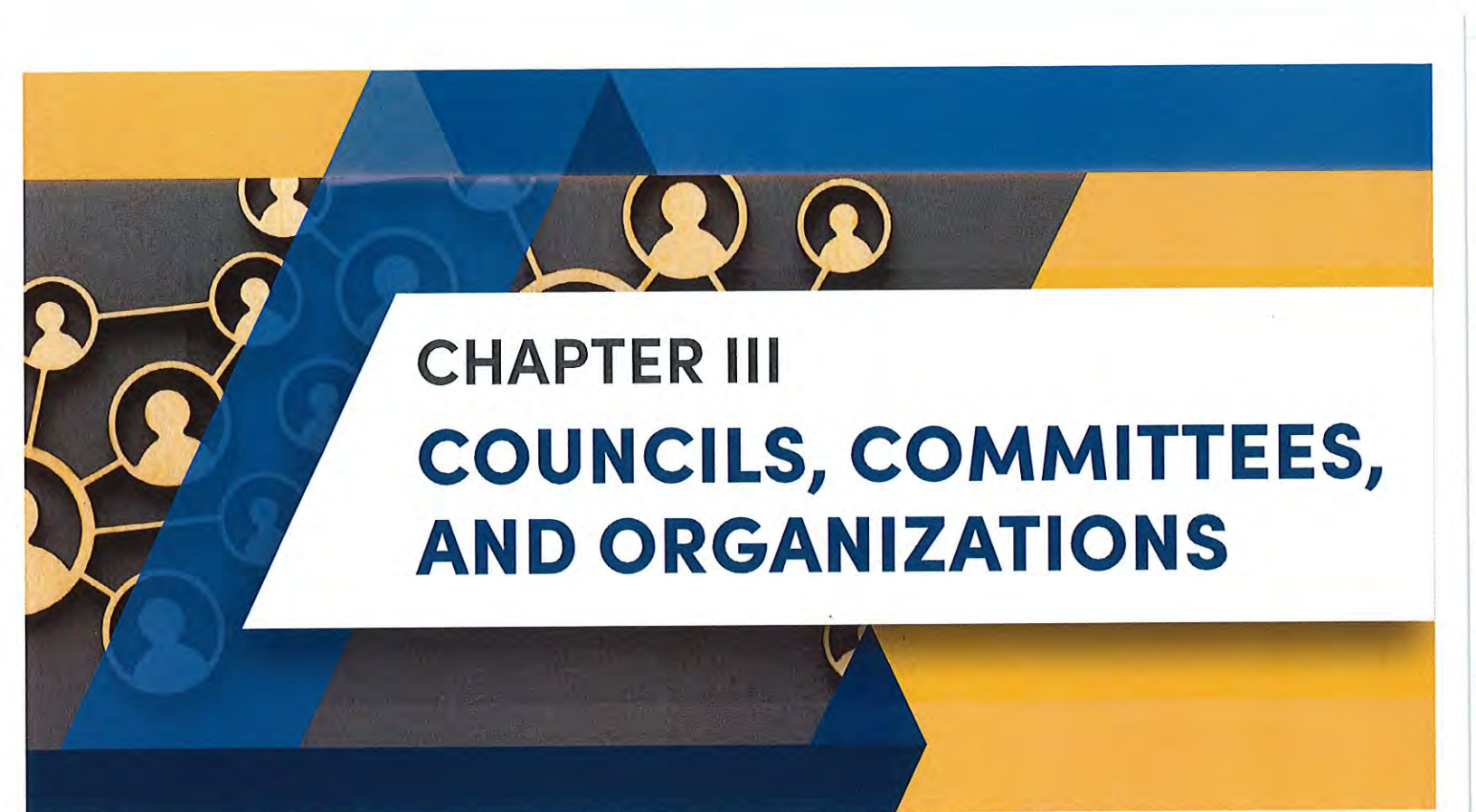


- a) Oversees program planning as well as periodic program reviews affecting the program areas;
- b) Maintains the currency of the programs through continuous improvements of form, content, and structure.

EXTERNAL RESOURCES



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



CHAPTER III

COUNCILS, COMMITTEES, AND ORGANIZATIONS

3.1 Councils

A. Chancellor's Executive Leadership Committee

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

B. Cooperative Extension Statewide Advisory Council

The Cooperative Extension Statewide Advisory Council provides guidance, feedback, and support to Extension professionals to enhance program effectiveness, impact, and outreach. The council is comprised of individuals representing sectors, including agricultural and natural resources, family and human sciences, youth development, community and economic resource development, and human nutrition.

3.2 Standing Committees

A. Professional Development Committee

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

B. Safety Committee

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

C. Proposal Review and Evaluation Committee (PREC)

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



D. Retention, Promotion and Tenure Committee (RPT)

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

E. Evaluation and Accountability Committee

This committee is comprised of the Associate Vice Chancellors for Extension and Research to assist the Office of Planning and Evaluation with the development and implementation of appropriate evaluation instruments.

F. Strategic Planning Committee

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

G. Faculty and Staff Grievance Committee

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

H. Fund Development Advisory Committee

For the Center's development this committee is responsible for providing inputs, guidance, activities, and initiatives to the Director of Development and the Chancellor.

3.3 Organizations

A. Association of Public Land-grant Universities (APLU)

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

B. Extension Committee on Organization and Policy (ECOP)

ECOP is an elected committee which represents the 57 state and territorial cooperative extension systems in policy decisions and provides nationwide organizational leadership. ECOP represents the states and territories in legislative matters before Congress and develops and maintains linkages and supportive relationships with other national organizations and associations.

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

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

D. Association of Research Directors (ARD)

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

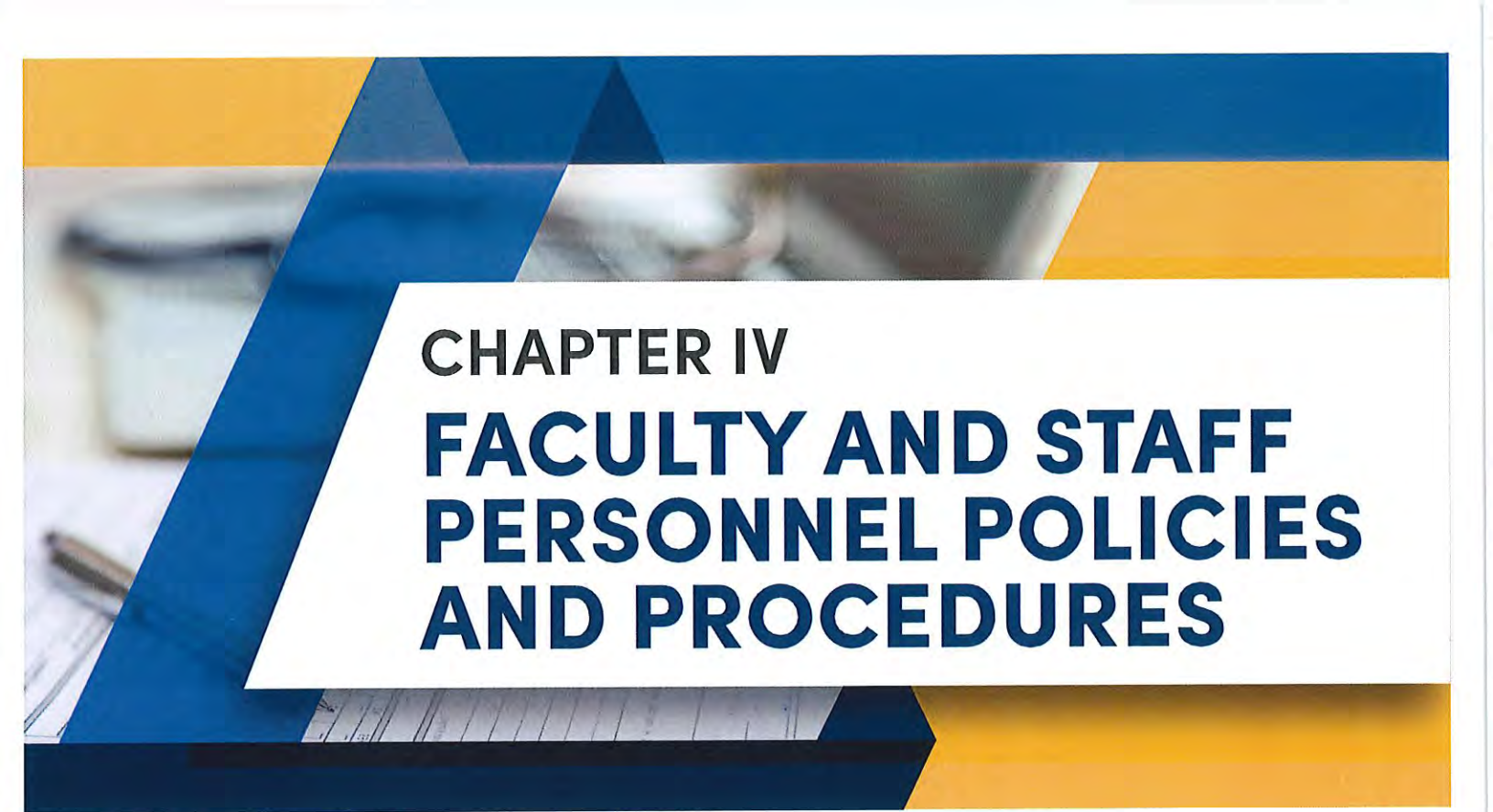
E. Association of Extension Administrators (AEA)

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

F. The Faculty and Staff Council

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





CHAPTER IV

FACULTY AND STAFF PERSONNEL POLICIES AND PROCEDURES

4.1 Definition of Faculty and Staff

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

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

Extension faculty and staff consists of all members of the extension staff having ranks of assistant agent or higher. Research faculty and staff consists of all members of the research staff having ranks of research assistant and higher. Promotion of faculty and staff to the next ranks will be based on criteria established by the SUAREC.

4.2 Faculty and Staff Ranks

There are two types of Appointments.

A. TENURE-TRACK APPOINTMENTS:

Research Professor/Specialist

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

Associate Research Professor/Associate Specialist

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

Assistant Research Professor/ Assistant Specialist

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

B. NON-TENURE TRACK APPOINTMENTS:

Agent

Individuals appointed to this rank must possess the minimum of a master's degree in an appropriate subject matter field from an accredited college or university. Additionally, agents must have at least eight years successful experience as an assistant county agent or the professional equivalent. At least three years of experience must have been at the rank of associate agent or the professional equivalent. **This position is not eligible for tenure.**

Associate Agent

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

Assistant Agent

The appointee must possess the minimum of the bachelor's degree in an appropriate subject matter field from an accredited institution. **This position is not eligible for tenure.**

Research Scientist

Individuals appointed to this rank must possess the minimum of a master's degree in an appropriate subject matter field from an accredited college or university. Additionally, research scientist must have at least eight years successful experience as a research associate or the professional equivalent. At least three years of experience must have been at the rank of research associate or the professional equivalent. **This position is not eligible for tenure.**

Research Associate

Individuals appointed to this rank must possess the minimum of the master's degree in an appropriate subject matter field from an accredited college or university. The research associate must have at least three years of experience as a research assistant or the professional equivalent. A bachelor's degree and successful completion of at least fifteen hours toward a master's degree in an appropriate subject matter area are also required. **This position is not eligible for tenure.**

Research Assistant

The appointee must possess the minimum of the bachelor's degree in an appropriate subject matter field from an accredited institution. **This position is not eligible for tenure.**

1. Tenure-Track: Initial faculty appointments at the ranks of Assistant Research Professor/Specialist, Associate Research Professor/Associate Specialist and Research Professor/Specialist are typically on a probationary basis. Faculty on a probationary appointment can pursue tenure. The initial written notice of appointment must specify whether the appointment is on a probationary (tenure-track) basis. A tenure-track faculty member's initial probationary appointment will be for one (1) year. At the end of the first year, she or he will be evaluated to determine eligibility to be retained and to be reappointed. At the end of the third year (during the fourth year), the faculty member will be again evaluated to determine eligibility to be retained. If the Board of Supervisors decides to grant credit toward the probationary period for prior service either at SUAREC or at other institutions, then inclusion of the credited years shall be made at the time of the initial appointment. Such credit shall not exceed three years and require approval of the Chancellor-Dean.

2. Tenured: A tenured appointment is given to a faculty member who has met the requirements for tenure outlined in Section 4.7 below. While tenure is a property right that affords a certain amount of protection against wrongful termination, the guarantee against termination is not absolute.

3. Temporary: A temporary appointment is made to fill a vacancy caused by the absence of a regular faculty or staff member. It is assigned to any full-time or part-time faculty or staff member who is employed to meet a particular short-term need. A temporary appointment should not exceed two years. There is no guarantee of continued employment for persons in this category. This appointment does not lead to tenure.

4.3. Procedures for Appointments

Requests for new positions or for filling vacancies originate at the program level and are forwarded to the Chancellor through the appropriate channels – vice chancellors for research, extension, and finance. The requests will indicate desired ranks, salary, and source of funding and effective date of proposed appointment. Once the filling of a vacancy is approved by the Chancellor, Human Resource procedures should be followed (see Human Resources at www.sus.edu). All initial appointees shall be provided with a copy of the SUAREC Faculty & Staff Handbook and any specific guidelines for departments that differ from general University policy.

4.4 Intellectual Freedom

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

4.5 Research and Extension Responsibility and Expectations

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

Central to the accomplishment of the mission of the SU Agricultural Research and Extension Center are faculty and staff with high levels of technical, educational and public service skills. Scholarship is the cornerstone for performance expectations within the Ag Center and refers to the manner and effectiveness

in which the faculty and staff executes extension, research and service activities. The following sections address scholarship as it relates to each of the functional areas contributing to the mission of the Ag Center.

A. Extension: Faculty and staff are expected to demonstrate leadership, creativity and intellectual vigor to accomplish a favorable outcome. Scholarship in extension is grounded in subject matter proficiencies, pedagogical skills and the ability to change behavior. Evidence of these characteristics will be manifested in the development of quality educational materials, presentations

to different clientele groups, leadership and service roles in professional organizations, curricula, local and national recognition.

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

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

Evaluations: All faculty and staff members in SUAREC shall be evaluated annually by the Associate Vice Chancellor for Extension and Research or other appropriate personnel to determine performance as well as progress. A faculty and staff member holding collaborative appointments with SUBR and SUAREC will be evaluated by the collaborating institution according to the duties and responsibilities of the appointment. The results of the evaluation will be shared with the home institution. If the faculty or staff members' performance receives an unsatisfactory rating, the collaborating institution reserves the right to terminate the appointment.

4.6 Evaluation for Retention and Promotion

Faculty and staff shall prepare an electronic dossier that includes an updated curriculum vitae and all requisite documents. In the event the faculty or staff member does not provide the required items, the faculty or staff member must include a signed statement in the dossier indicating why such documentation is not included.

Applicants for retention and/or promotion will submit a list of all materials to the Program Leader. The Program Leader shall certify that all required documents are included in the dossier. The Program Leader will then submit the dossiers to the Associate Vice Chancellors for Extension and Research. The Associate Vice Chancellors for Extension and Research will review and submit to the appropriate Vice Chancellor for final approval and signature. Copies of the signed list will be made for the Research Professor/Specialist or the faculty member. The original shall remain in the dossier.

4.7 Tenure

A. Definition of Tenure

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

B. Procedures for Recommending Tenure

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

1. Administrators shall not earn tenure except in their capacity as members of the faculty.
2. Assistant Research Professor/Assistant Specialist– At this level the faculty must serve a probationary period of five years. The evaluation for tenure will take place during the sixth year. Promotion to Associate Research Professor/Associate Specialist provides automatic tenure and written notification is furnished within thirty (30) days of the Board of Supervisors action.
3. Associate Research Professor/Associate Specialist – Faculty members initially employed at the rank of associate research professor/associate specialist shall serve a three-year probationary period, and the evaluation for tenure will take place during the fourth year.
4. Research Professor/Specialist– Persons initially employed by SUAREC as full research professor/specialist shall serve a two-year probationary appointment, and evaluation for tenure will take place during the third year of appointment.

Tenured faculty members shall retain their status until they retire, resign or are terminated for cause as a result of financial exigency or discontinuance of their program. Tenured faculty who faces termination due to the discontinuance of their program should be given preference for appointment to other faculty positions for which they are appropriately qualified.

C. Transfer of Tenure

If a faculty member holding tenure status on the SUBR campus or any other member institution within the Southern University System is transferred to SUAREC, then the faculty member may be eligible for tenure in SUAREC following appropriate review by the RPT committee.

D. Tenure Evaluation Process

Each faculty member's evaluation shall be initiated at the program level to which the faculty is affiliated. Appropriate tenure and promotion documents must first be submitted electronically by faculty members to the Program Leader who conducts an internal review for compliance with established policies and procedures.

The documents are then forwarded with necessary recommendations to the Associate Vice Chancellor for Research if their primary domicile is research and to the Associate Vice Chancellor for Extension if their primary domicile is extension. The Associate Vice Chancellor for Research or Associate Vice Chancellor for Extension will review and determine if the application should be moved forward to the SUAREC RPT committee. The package will be forwarded to the SUAREC RPT committee not later than June 15th. The RPT committee will review, and recommendations shall be submitted to the appropriate

Vice Chancellor by July 15th. The Vice Chancellor shall assess the applications, supporting documents, the evaluations and recommendations of all committees and forward his/her recommendation to the Chancellor by August 15th. The tenure applicant shall also be notified, with copies to the appropriate Associate Vice Chancellor. Negative recommendations may be appealed to the Chancellor by September 2nd. After reviewing the submitted documents, the Chancellor shall then make his evaluations and submit recommendations to the President by September 25th. The President shall make evaluations and submit his recommendations for tenure to the Board of Supervisors. The President, as secretary to the Board of Supervisors, shall communicate to the appropriate parties the actions of the Board of Supervisors immediately following the meeting in which action was taken.

F. Criteria for Tenure

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

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

The tenure application package shall include the following:

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

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

4.8 Promotion

Promotion from one rank to the next shall be based on merit, with the interest of SUAREC being served maximally by such action. SUAREC faculty and staff members holding appointments in research and extension will be governed by the promotional criteria that follow. Faculty and staff promotion application forms are available at www.suagcenter.com.

A. Criteria for Promotion

Promotion is based on the scholarly conduct of mission-based extension and research programs that are outcome focused. Inherent in this expectation is the delivery of intellectual goods and services to benefit

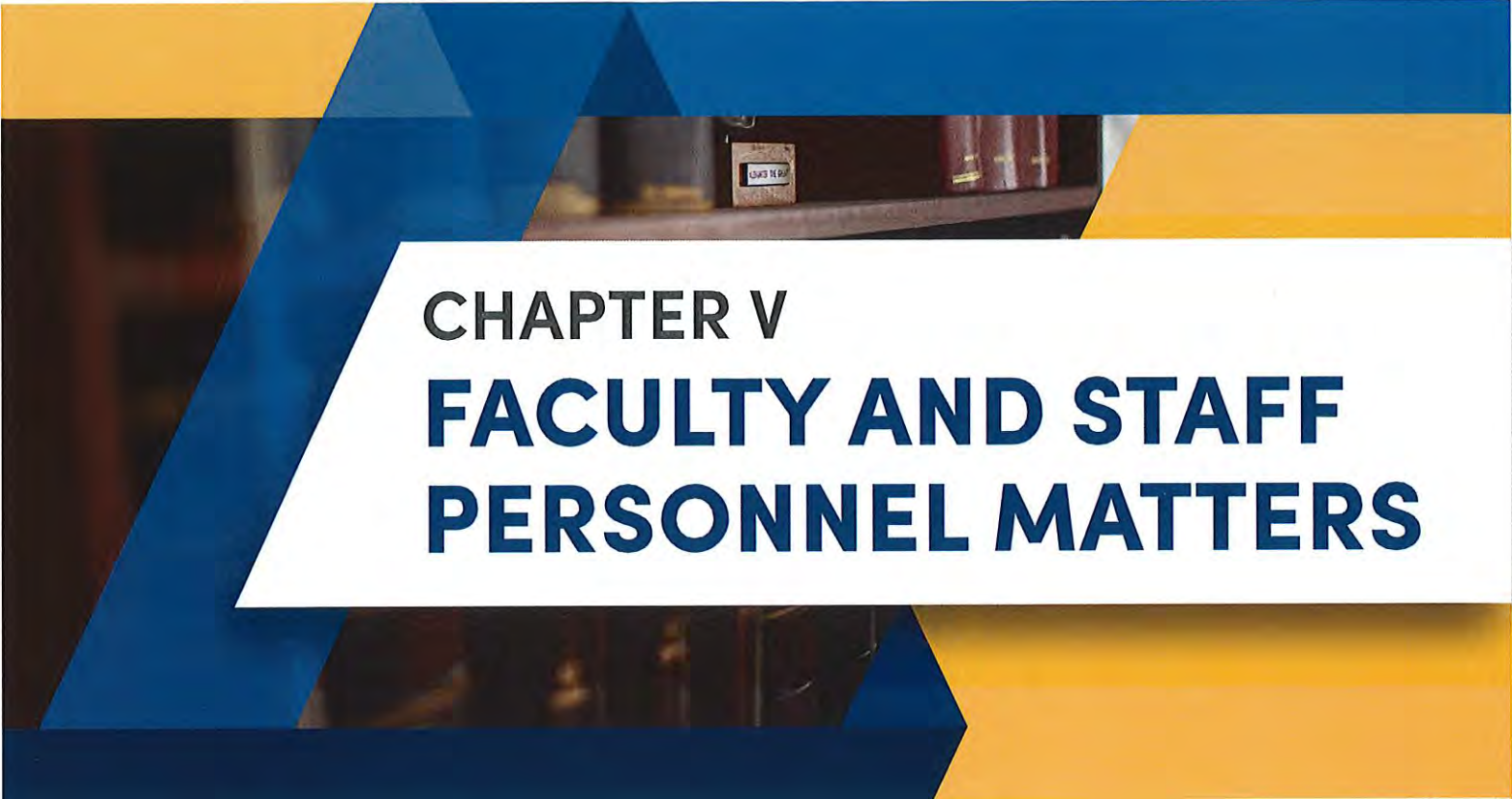
society locally, regionally and nationally. To maximize objectivity in the evaluation process, evaluators shall assign points in accordance with Appendix A – “A Guide for Quantitative Evaluation Promotion and Tenure.” Further details regarding the minimum points required for promotion from one rank to the other are outlined in Appendix B. Candidates for promotion are evaluated based on the following:

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

4.9 Appeal Process for Retention, Tenure and Promotion

If a faculty or staff member is denied retention, promotion or tenure, the faculty and staff member can appeal the decision. Negative recommendations by the Vice Chancellor must be appealed to the Chancellor-Dean. The appeal must be delivered to the Chancellor-Dean’s Office by the tenth (10th) working day following the written notification from the Vice Chancellor.





CHAPTER V

FACULTY AND STAFF PERSONNEL MATTERS

5.1 Termination of Employment

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

A. Cause and Establishment of An Investigatory Panel

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

The formal hearing for a faculty or staff member recommended for discharge or termination will be preceded by:

- (1) Discussion between the faculty or staff member and the appropriate administrative officer with an eye toward mutual settlement.
- (2) Statement of charges by the Chancellor or designee
- (3) Informal inquiry by a duly elected faculty committee composed of tenured faculty members, with the Compliance Officer serving in an advisory capacity.

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

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

The investigatory panel shall be comprised of seven (7) tenured faculty members of which two (2) shall be appointed by the appropriate Vice Chancellor in SUAREC, four (4) by the Faculty and Staff Council and

one (1) by the Chancellor. The presiding officer of the panel shall be designated by the Vice Chancellor with the approval of the Chancellor and shall be entitled to a vote. Should anyone or several of the above fail or refuse to appoint the required representatives to the panel, the appointments shall be made by the System President. All votes of the panel members on each motion or issue shall be recorded and submitted as part of the panel's report.

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

B. Procedure by the Investigatory Panel

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

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

Prior to suspending a faculty or staff member, the administration will consult with the Associate Vice Chancellor for Compliance on matters regarding the conditions of the suspension. A suspension which is intended to be final is a dismissal, and will be treated as such. Salary will continue during the period of suspension.
2. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty or staff member may waive a hearing or may respond to the charges in writing at any time before the hearing.
3. The panel, in consultation with the appropriate Vice Chancellor and the faculty or staff member, will exercise its judgment as to whether the hearing should be public or private.
4. During the proceedings the faculty or staff member will be permitted to have counsel of his/her own choice.
5. A verbatim record of the hearing or hearings shall be produced, and upon request, a transcript or secure digital copy shall be provided to the faculty or staff member at no cost.
6. The burden of proof that adequate cause exists rests on the institution.
7. The faculty or staff member will be accorded an opportunity to obtain necessary witnesses and documentation or other evidence.
8. The faculty or staff member and the administration will have the right to confront and cross-examine all witnesses.
9. The panel will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.

10. The findings of fact and the decision will be based solely on the hearing record.
11. If the panel concludes that adequate cause of dismissal has not been established by the evidence in record, it will so report to the appropriate Vice Chancellor. If the Vice Chancellor rejects the report, he/she will state the reasons for doing so, in writing, to the panel and to the faculty or staff member and provide an opportunity for response before transmitting the case to the Chancellor. If the panel concludes that adequate cause for a dismissal has been established, but that a penalty less than dismissal would be more appropriate, it will so recommend with supporting reasons.

C. Financial Exigency or Discontinuance of Program

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

D. Medical Reasons

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

E. Administrative Review

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

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

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

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

F. Action by the Board of Supervisors

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

G. Procedures for Imposition of Sanctions Other than Dismissal

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

5.2 Notification of Termination

A. Temporary Faculty Members

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

B. Probationary Faculty and Staff Members

Written notice of termination of a probationary faculty or staff member shall be provided in accordance with Human Resource Policy and Procedures.

C. Tenured Faculty Members

When notice of the termination of a tenured faculty member is imminent, it must be preceded by a tenure review process which examines the cause for such termination as set forth in the policies and procedures of the Board of Supervisors.

5.3 Resignation

- A. Except by agreement with the institution, a faculty or staff member should not leave or be solicited to leave his position during the fiscal year for which he has accepted an appointment.
- B. It is required that the faculty or staff member who has been approached with regard to another position inform the appropriate officers when such negotiations are in progress. The conclusion of a binding agreement for the faculty or staff member to accept an appointment elsewhere should be followed by prompt notice to the University and appropriate university check-out procedures.

5.4 Leaves of Absence

Procedures:

1. University personnel may be granted leaves of absence when there is reason for doing so. Except in an emergency, requests for leaves of absence shall be made in writing on the appropriate form in sufficient time to obtain approval before the date the leave is to commence. Failure to obtain authorization before leaving may be considered cause for disciplinary action and may result in the denial of any rebate which is due.

2. Requesting a leave of absence may be processed through the Human Resources website.

3. When a request is disapproved, the disapproving officer shall communicate in writing to the applicant and to the officer at the next level of authority the reason for disapproval.

4. Compensation during periods of leave shall be in accordance with provisions stated in Executive Order #56 (January 1, 1974), Act 241 (1974 Regular Session), and Act 313 (1975 Regular Session), Chapter IX of the State Civil Service Rule and Regulations and Part III, Chapter III, of the Bylaws and Regulations of the Southern University Board of Supervisors (October 20, 1984).

For more information on the types of leave and the procedures for requesting leave, please visit the Human Resources Office.

5.5 Holidays

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

5.6 Outside Employment

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

5.7 Insurance

See Human Resources Office

5.8 Social Security

See Human Resources Office

5.9 Travel and Travel Reimbursement

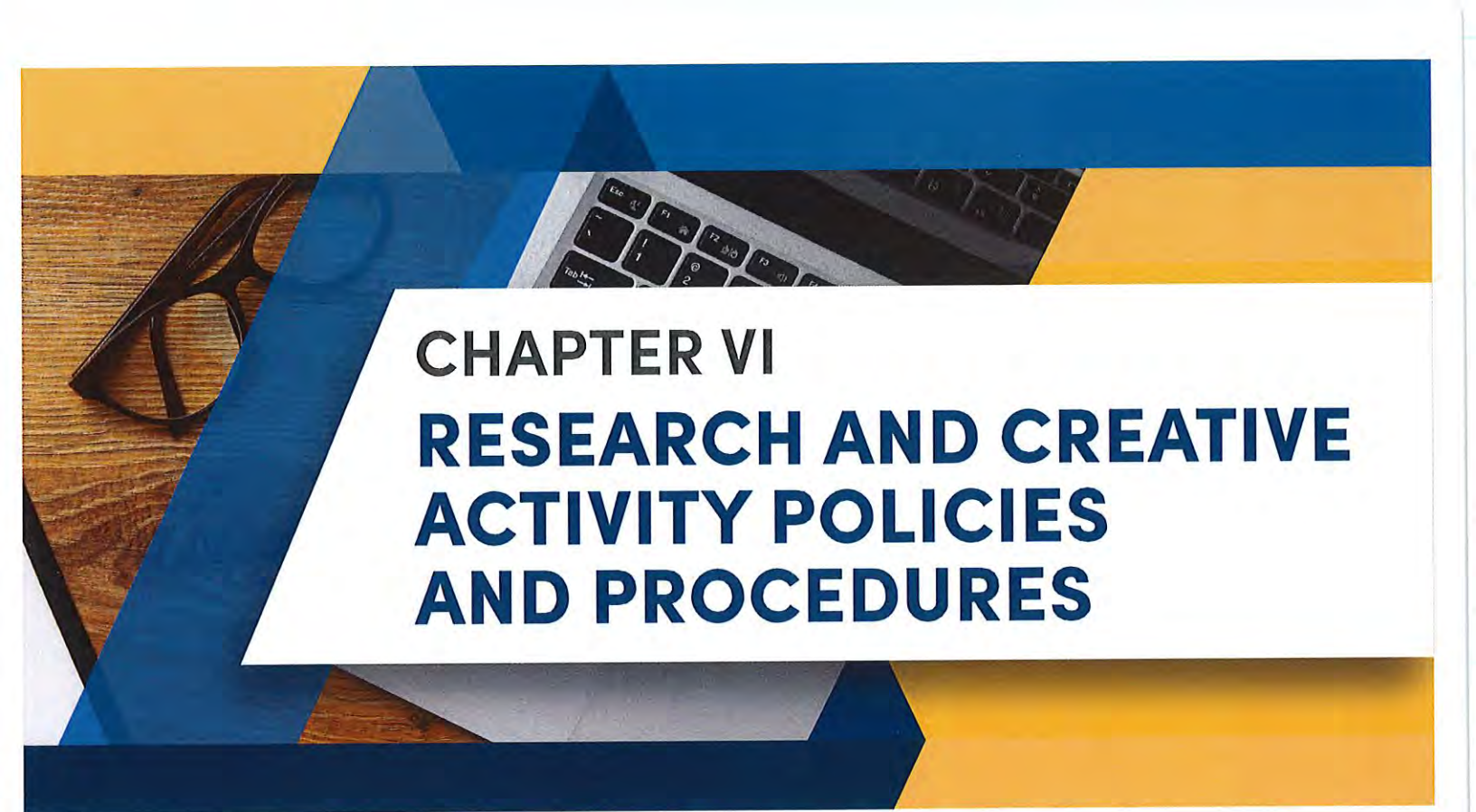
Professional travel is reimbursed on a funds available basis. Faculty and staff members who wish to be reimbursed for professional travel shall submit a request for travel form thirty (30) days prior to the date of the intended travel. The request for travel must be approved and notice given that funds are available in the budget designated to support the travel prior to the travel commencing.

The Vice Chancellor for Finance publishes the SUAREC Travel Procedures. A copy of this manual is normally issued to each new faculty member upon their initial employment, however, copies are available upon request.

- a. Travel funds are assured only with prior authorization by the vice chancellor for research or the vice chancellor for extension.
- b. Such authorization is granted only upon certification by SUAREC's budget office that funds are available in the account to which the charge will be made.

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





CHAPTER VI

RESEARCH AND CREATIVE ACTIVITY POLICIES AND PROCEDURES

6.1 Guidelines for the Conduct of Sponsored Research and Extension Activities

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

A. Committee for the Protection of Human Subjects

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

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

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

B. Institutional Animal Care and Use Committee

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

Responsibilities to the animals include clean and adequate holding facilities, availability of proper food and water, trained animal maintenance personnel, appropriate veterinary care and appropriate use of anesthetics, analgesics and other comfort materials. The Public Health Service (PHS) of the U.S. Department of Health and Human Services requires that all institutions carrying out research, research training, experimentation, biological testing and teaching involving live vertebrate animals supported by PHS and adheres to the PHS Policy on Humane Care and Use of Laboratory Animals. Each institution is required to have an Institutional Animal Care and Use Committee (IACUC) that reviews all research and teaching protocols involving animals. At least once every six months, the IACUC reviews the institution's program for humane care and use of animals and inspects all of the institution's animal facilities. The IACUC is also responsible for providing training for those working with animals and establishing a mechanism for receipt and review of concerns involving the care and use of animals at the institution. The aim of the IACUC is to facilitate research and teaching programs while ensuring adherence to sound animal management and care practices.

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

C. University Biohazards Safety Committee

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

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

D. Institutional Recombinant DNA Research Committee

The Institutional Recombinant DNA Research Committee is charged with ensuring and reviewing proposed and current recombinant DNA research conducted at or sponsored by Southern University for compliance with National Institute of Health (NIH) Guidelines and approving those projects that comply with the Guidelines. The review shall include: (i) assessment of the physical and biological containment levels required by the NIH Guidelines for the proposed research; (ii) assessment of the facilities, procedures, practices, training and expertise of the personnel involved in the recombinant DNA research; (iii) assurance that the Principal Investigator is familiar with the current NIH Guidelines and agrees to abide by their stated provisions; and (iv) ensuring compliance with all surveillance, data reporting, and adverse event reporting requirements as set forth in the NIH Guidelines.

Individuals conducting research involving recombinant DNA at Southern University must adhere to these guidelines, irrespective of the research- funding source. Compliance with the guidelines is mandatory. **NOTE: More detailed information for each component can be procured from the chairperson of each subcommittee.**

6.2 Policy on Misconduct in Research

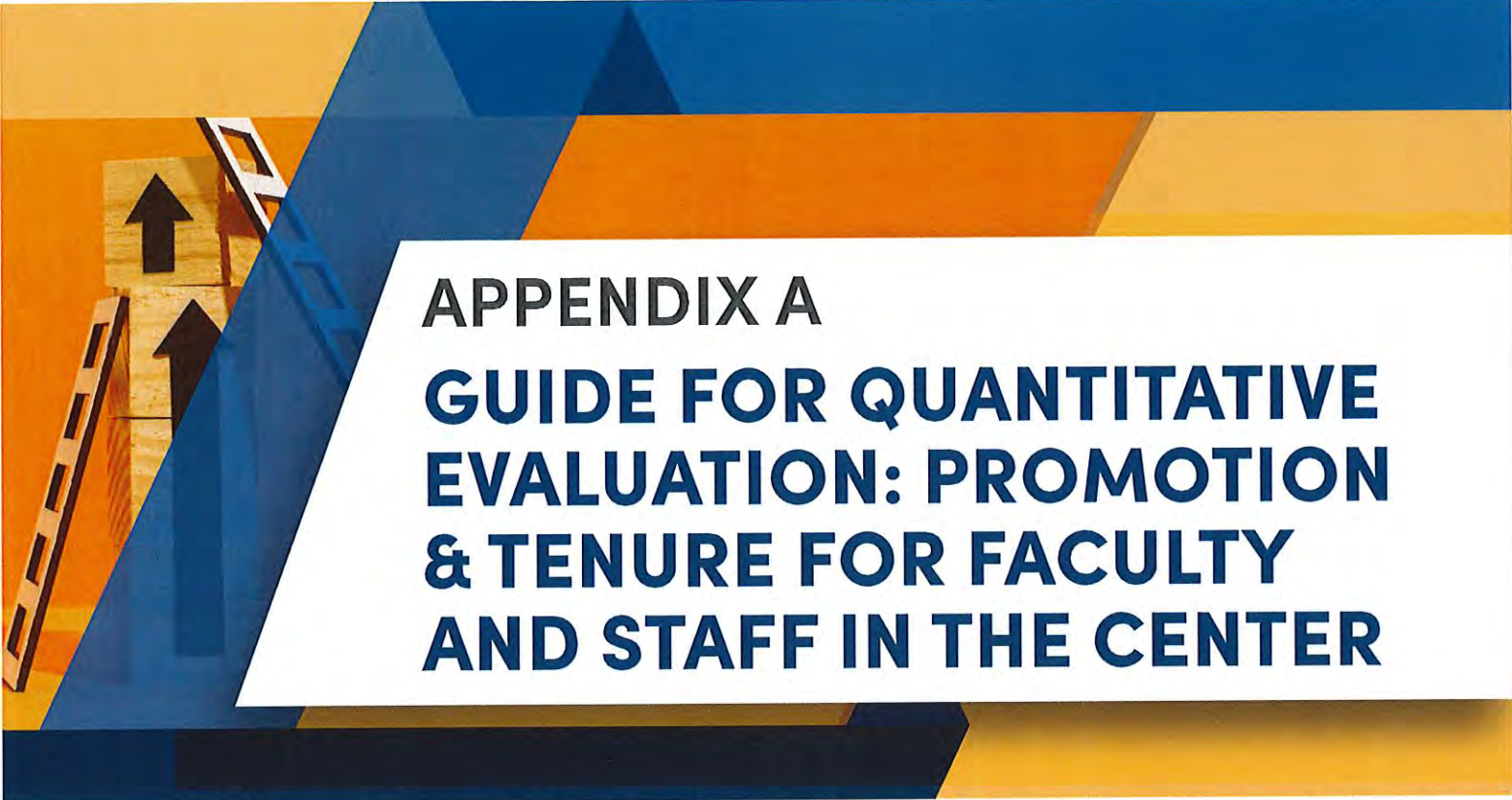
The primary responsibility for detecting, investigating, reporting and resolving allegations of alleged scientific misconduct rests with the University, and it must promptly initiate an inquiry in any alleged misconduct brought to its attention. Misconduct in research refers to (1) deviation from practices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

A. Process for Inquiry

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

B. Consequence of Research Misconduct

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



APPENDIX A

GUIDE FOR QUANTITATIVE EVALUATION: PROMOTION & TENURE FOR FACULTY AND STAFF IN THE CENTER

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

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

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

I. Professional Training and Experience – 15 points

A. Educational Attainment

1. Attainment of earned terminal degree

- a. In related discipline of assignment – 8 points
- b. Not in related discipline of assignment – 6 points

2. Completion of all but dissertation (within the last five years) – 4 points

Completion of course work, but not of foreign language requirements, general examinations, or other required examinations, for the terminal degree in major teaching discipline – 3 points

3. Earned specialist degree or completion of 24 semester hours of graduate work above the master's degree in related discipline of assignment and in a degree program – 2 points

4. Earned master's degree – 1 point

B. Experience

1. Research

- a. College or university level – .5 point per year up to 20 years
- b. Non-college or university level – .25 point per year up to 16 years
- c. Other professional experience in research and/or extension – .25 point per year up to 16 years

2. Extension

- a. College or university level – .5 point per year up to 20 years
- b. Non-college or university level – .25 point per year up to 16 years
- c. Other professional experience in research and/or extension – .25 point per year up to 16 years

C. Non-degree study:

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

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

A. Research and/or extension projects

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

B. Dissemination of research results through extension programs

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

III. Scholarly publications – 30 points

A. Research completed over the past five years

1. Books published or accepted for publication – 10 points, co-authorship (½ credit)
2. Articles published or accepted for publication
 - a. Referred journal – 10 points
 - b. Non-referred journal – 5 points
 - c. Co-authorship (½ credit)
3. Published abstracts, annotated bibliographies, reviews, handbooks and brochures
 - a. National – 5 points
 - b. Regional – 3 points
 - c. Local – 2 points
 - d. Co-authorship – (½ credit)

B. Editorial Involvement

1. Editor of a referred journal or chairperson of an editorial board – 10 points
2. Editor of non-referred journal or chairperson of editorial board – 5 points
3. Chairperson of a review board – 5 points

4. Member of an editorial staff or board of a referred journal – 5 points
5. Member of an editorial staff or board of a non-referred journal – 2.5 points
6. Member of a review panel – 2.5 points

IV. Professional activities and community service – 20 points

A. Professional activities – 15 points

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

**Total is not to exceed 5 points*

2. Service on a committee of a professional organization as

- a. Chairperson
 - National – 1.5 points each
 - Regional – 1 point each
 - Local – .5 points

**Total is not to exceed 4 points*

- b. An active member – .5 points each

**Total is not to exceed 4 points*

3. Presentation at seminars, conventions or conferences

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

**Total is not to exceed 4 points*

4. Attendance at professional meetings at the

- a. International or national level – 1.5 points each
- b. Regional or state level – 1 point each
- c. Local level – .5 point each

**Total is not to exceed 2.5 points*

5. Securing of grants – 2.5 points per grant

**Total is not to exceed 5 points*

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

**Total is not to exceed 1.5 points*

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

1. Service as an active member of a community public body having constitutional status or governmental authority as

- a. An officer
 - President – 2 points
 - Vice President – 1.5 points
 - Secretary or Treasurer – 1 point
 - All other officers – .5 point

- b. Chairperson of a committee but not an officer – 1.5 points
 - c. An active member only – not an officer or chairperson – 1 point
2. Participation in community service activities – working for charitable or civic causes, making monetary contributions, attending or participating in programs or meetings on matters of community interest, etc. – in other than membership capacity – 2.5 points

3. Participation in a civic service, or religious organization – voters' leagues, scouts, Kiwanis, sodality, etc. – as

a. An officer

- President – 2 points
- Vice President – 1.5 points
- Secretary or Treasurer – 1 point
- All other officers – .5 point

b. A committee chairperson not an officer – 1.5 points

c. An active member not an officer or chairperson of a committee – 1 point

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

A. Chairperson of a standing committee at

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

**Total is not to exceed 3 points*

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

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

**Total is not to exceed 4 points*

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

**Total is not to exceed 4 points*

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

**Total is not to exceed 3 points*

E. Participation in teaching and other academic activities – 1 point

**Total is not to exceed 4 points*



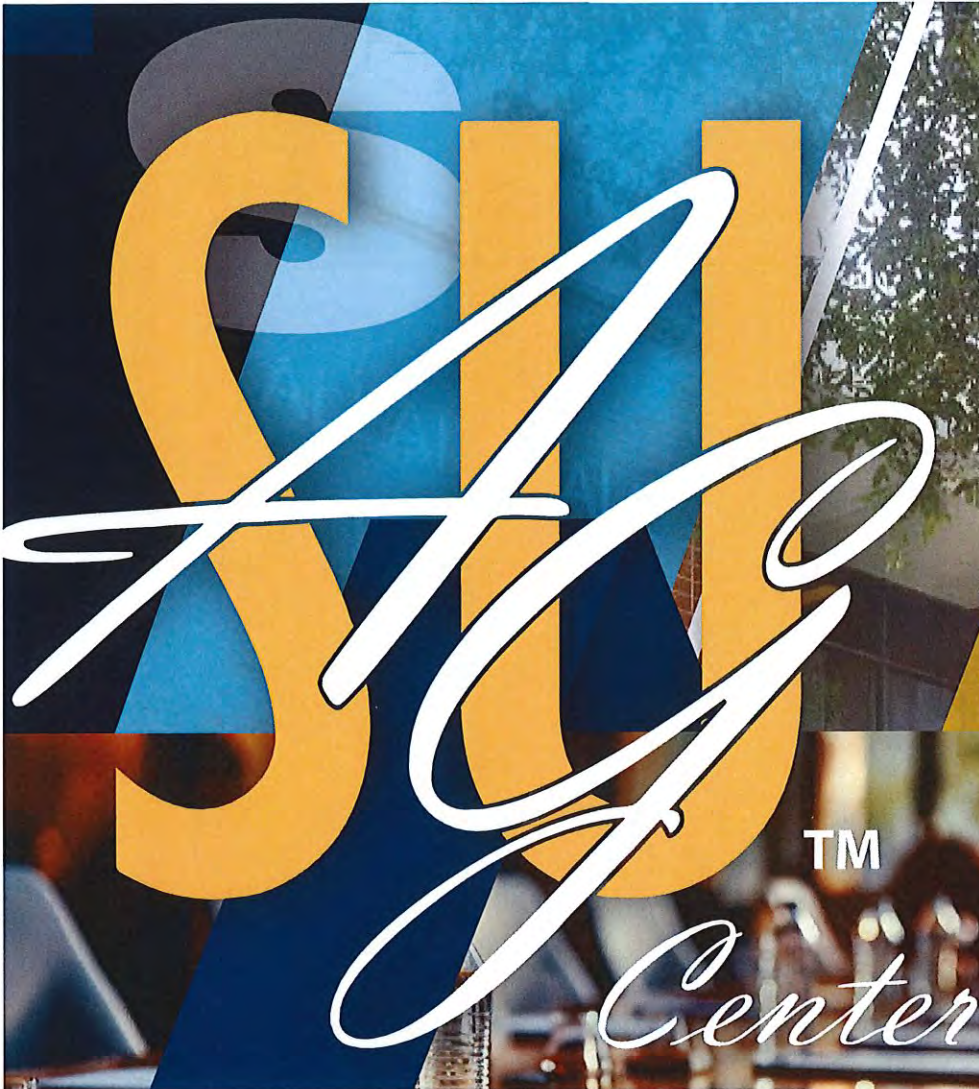
APPENDIX B

TABLE FOR PROMOTION IN RANK (FACULTY AND STAFF) AND TENURE (FACULTY)

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

**These figures represent the total points needed for promotion from one respective rank to the next.*

**These figures also represent the minimum needed in each criterion.*



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Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442

(3) Email: program.intake@usda.gov

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Faculty and Staff HANDBOOK



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