

## 2003-2004

# Visiting Lecturer & Teaching Graduate Assistant Handbook

For the purpose of this manual, “Visiting Lecturers”, “Teaching Graduate Assistants”, and “Adjunct Faculty” are synonymous.

### A. Personnel Policies

1. Each visiting lecturer or teaching graduate assistants must submit official transcripts to the Vice-President for Academic Affairs. An “Employee Information Form” should have been submitted previously to the appropriate department head. Visiting Lecturers must meet the same requirements for academic preparation as their full-time counterparts teaching in the same disciplines. **Also he/she must complete payroll forms in the Personnel Department no later than one (1) week after the semester begins. Those VL's not meeting this deadline will not be paid on time and must wait until the following month to be paid.** Thus, they will receive two (2) payments on the second scheduled payroll.
2. Appointment as a visiting lecturer is dependent on departmental registration and may not be finalized until registration is completed. Appointment is a one-semester arrangement and does not imply that the same person will be employed to teach the course each time it is offered. All appointments or reappointments of VLs are made by the University with the understanding that the employment of the individual shall end unconditionally on the ending date indicated in the appointment letter. Reappointments are made solely at the discretion of the University. VL appointments may be terminated at any time with cause. VLs holding employment in multiple departments must have approval of all appropriate administrative supervisors. VLs for whom English is a second language must demonstrate proficiency in oral and written communication prior to their appointment.
3. All personnel on campus for day and/or night classes must purchase parking decals from the University Police office.
4. Pay checks may be picked up from the department head's office each month. Under normal conditions, the first paycheck should be ready on September 15 in the fall and February 15 in the spring with four payments each semester. Summer payroll dates vary. Part-time faculty pay may be docked if duties are not fulfilled.
5. Visiting lecturers and graduate teaching assistants must furnish their home and work telephone numbers to their department head and to the Office of Continuing Education.
6. All McNeese employees, including visiting lecturers must adhere to the University's "Diversity Awareness Policy". The policy is in the Faculty/Staff Handbook and pages 10-18 of this handbook. It is also available from the Office of Human Relations/ Social Equity and is on the McNeese website at <http://www.mcneese.edu/policy/diversity.htm>.
7. Part-time employees, including visiting lecturers, adjunct faculty, and graduate assistants must adhere to University regulations and policies. A Faculty/Staff Handbook is available in the department head's office, the library and on the McNeese website at <http://www.mcneese.edu/faculty>.
8. Personal Identification Numbers (PINs) are issued to faculty by the Registrar's Office for the purpose of using Web for Faculty for viewing class rosters and submitting final grades. The PIN is a unique number and serves as a digital signature. Faculty are expected to maintain strict security for PIN numbers by following these guidelines:
  - The Faculty ID and PIN should not be written in a conspicuous place.
  - The PIN should not be revealed to anyone, not even another McNeese employee.
  - The PIN should be changed frequently to a number that only the faculty member should know. It should not be the faculty member's date of birth, partial Social Security number, or telephone

- number.
  - When exiting Web for Faculty, the exit button should be selected, and the browser should be closed.
  - The AutoComplete feature of the web browser should be disabled before logging in to prevent the computer from recording the PIN and faculty ID number.
  - The Office of the Registrar should be notified immediately if any unusual activity on the Web for Faculty account is noticed.
9. Responsibility for Collegiality  
An atmosphere of collegiality is an essential element in an academic environment. Accordingly, actions by faculty that serve to diminish the atmosphere of collegiality may impair their own or others' ability to function in a community of scholars and teachers. Specifically, faculty members should not discriminate against or harass colleagues or any employees of the institution. They should show due respect for the opinions of others and should strive to conduct themselves in such a manner as to demonstrate the best scholarly and ethical standards of their discipline. Evaluation of colleagues must be conducted with professionalism and objectivity. When speaking or acting as private persons, faculty should avoid creating the impression of speaking or acting for their college or university.
10. Personal misconduct  
The President may bar from campus any instructor arrested and charged with a crime involving obstruction or disruption of University activities, damage to campus facilities, or injury to students or staff, until the issue has been resolved legally.

## **B. Class Regulations**

1. All classes must be taught at the scheduled time and for the duration of time indicated on the schedule.
2. Neither instructor nor students may smoke during classes or in buildings on campus. Smoking is prohibited in classrooms and laboratories, restrooms, shared offices (unless all parties sharing agree to permit smoking), shared workplaces, meeting rooms, hallways (except in designated areas), stairwells, food service areas (except in designated areas), and elevators.

The above policy includes all tobacco products such as cigarettes, cigars, smokeless tobacco, and pipes. Designated areas will be selected by the building supervisor in conjunction with the Director of Facilities and Planning.

3. If it is impossible for a lecturer to meet a class, the department head must be contacted ahead of time and arrangements made for the class to be met. Classes must not be canceled; they must be met. Continuing Education must also be informed.
4. The following materials are to be distributed by each instructor to his/her classes and a copy of each hand-out kept on file in the office of the appropriate department head or dean: course objectives, grading scale, how the student's grade will be determined, syllabi, attendance policy, and make-up policy.

All course syllabi must contain the following statement: "Students with impaired sensory, manual, or speaking skills are encouraged and have the responsibility to contact their instructor, in a timely fashion, regarding reasonable accommodation needs. Students should visit the MSU web page at <http://www.mcneese.edu/policy/diversity.htm> for information about diversity awareness and sexual policies and procedures."

The handouts should be given to the department head/dean by the tenth (10) day of class and should be reviewed and updated each semester. The department head/dean should maintain a file of all course syllabi for a five-year period.

5. Visiting lecturers and teaching graduate assistants must be available for student consultation for at least one hour per credit hour taught each week (3 hrs for a 3-hour course). The times must be

announced and listed in the syllabus and reported to the department head.

6. Visiting lecturers and graduate assistants must use the adopted text for the course. Although this does not preclude bringing in and using additional material, sufficient use must be made of the text so that students will find it relevant for class and for examinations.
7. Formal approval must be secured from the department head before having guest lecturers in classes or before the class is asked to meet at a location other than the assigned classroom, or at times other than those listed in the schedule.
8. **Class field trips**  
A visiting lecturer who plans to lead classes on field trips that will require students to be absent from other classes shall, after obtaining approval for such trips from the department head and dean, issue excuses to students who participated.
9. Continuing Education is to be informed of any class location changes before the changes occur.
10. **Faculty control of classes**  
Academic misconduct by a student at the University is determined by the instructor under whom such misconduct occurs. The penalty for cheating and other forms of misconduct may also be determined by the faculty member. The penalty for cheating may be a grade of "F" in the course, but lesser penalties may be imposed at the discretion of the instructor. Serious cases of academic misconduct should be reported in writing to the department head and the Office of the Dean of Student Services. The Dean of Student Services may present the case to the University Discipline Committee.  
  
It is not advisable for parents to bring children to class; however, under unusual circumstances this may be allowed by the instructor. Under no circumstances should children be left unattended in the halls or other areas of the building.
11. **Information Technology Resources Policy/Computer Use Policy**  
McNeese State University adheres to guidelines concerning the use of technology resources. The Computer Use Policy is available from the Chief Information Technology Officer. This policy can also be found on the MSU web page at <http://www.mcneese.edu/policy/computing.htm>.
12. **Study Day**  
When final exams begin on a day other than Monday, a "Study Day" will be provided between the last day of class and the first day of final exams. On this day, no new material may be presented; however, voluntary review and study sessions are encouraged. Instructors are expected to be on campus and available for consultation on this day regardless of their scheduled office hours. Evening classes, night classes, Summer classes, and classes that meet only once a week are exempt from Study Day Regulations.

### **C. Class Attendance Regulations**

1. Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University. Each instructor will keep a permanent record for each class. These records are subject to inspection by appropriate University officials.
2. Instructors are required to state in their syllabi their expectations regarding class attendance and make-up policies. Syllabi must be distributed during the first week of the semester.
3. A student must submit excuses for all class absences within the time frame specified by the instructor. The instructor will accept an official University excuse. Students must present proof of participation in University-sponsored events which constitute an official excuse for absence from class (band trips, special field trips, athletic team trips, etc.). Each instructor is to determine whether any other absence

is excused or unexcused; medical excuses may be subject to verification.

4. If a student misses an examination, it is the student's responsibility to present an excuse to the instructor within the time frame specified by the instructor and to arrange a date and place for the examination.
5. If a student receives unexcused absences in excess of ten percent of total classes, an instructor may assign a "WN" (withdrawal for non-attendance) as a final grade. Because individual instructors may or may not choose to implement this policy, a student who stops attending classes should not assume that a "WN" will automatically be assigned. Students are responsible for understanding attendance policies as noted in the syllabus for each class in which they are enrolled. Students who do not comply with the attendance policy in a class in which the instructor has opted to implement it may receive a grade of "WN" despite any other grades earned in that class.
6. If a student's excused and unexcused absences exceed forty percent of the total classes, an instructor may assign a "WN" for a final grade if the student does not withdraw from the course following established University procedures.

**NOTE:** All recipients of federal financial aid should contact the Office of Financial Aid and consult the section of the catalogue concerning financial aid to understand the implications of these attendance regulations on funding and the repayment of funding received. In addition, students should understand that failure to comply with these regulations may have an impact on TOPS eligibility, private insurance coverage, tax status, etc.

#### **D. Class Rosters**

Preliminary class rosters are provided at the completion of the regular registration period and final rosters at the end of the 14th class day. Late registrants will not be on the initial roster. Instructors must assist in correcting errors in class rosters by determining that the names of all students who claim to be registered for a course. Attendance discrepancies indicated by the final roster should be reported on the discrepancy form and submitted to the department head, and if possible, a student should be sent to the Registrar's Office to check the accuracy of registration (night students to Continuing Education).

**Faculty should not distribute lists in class or post grades that have identifying codes or social security numbers with students' names.** Such a practice violates the Family Educational Rights and Privacy Act. This policy is available on the McNeese website at <http://www.mcneese.edu/policy/family.htm>. The University's Confidentiality of Student Records policy is available on the McNeese website at <http://www.mcneese.edu/policy/student.htm>.

#### **E. Grading system**

1. Students must be informed in writing of the grading system to be used. A student's scholastic achievement is indicated by the following grades: "A" for work of superior quality; "B" for work of above average quality; "C" for work of average quality; "D" for work of poor but passing quality; "F" for work of unsatisfactory quality; "S" for work of passing quality; and "U" for work of unsatisfactory quality.

Two systems most frequently used on campus are listed below:

A	93 - 100	A	90 - 100
B	85 - 92	B	80 - 89
C	77 - 84	C	70 - 79
D	66 - 76	D	60 - 69
F	below 66	F	below 60

Either of the above or another satisfactory system may be used, but in any event the students must be clearly informed in writing in the syllabus prior to the end of the period to drop and add courses. Some departments have specific grading policies, which must be followed.

2. Unusual care must be exercised in computing and posting all final grades. Grades that have been submitted to the Registrar's Office can be changed only by completing a form available from the Registrar's Office. The form must be signed by the instructor, the department head, the dean and the Vice President for Academic Affairs. Grade changes must be made no later than the next regular semester after the grade is earned.
3. A grade of incomplete ("I") may be given for work which is of passing quality but which, because of circumstances beyond the student's control, is not complete. It is the responsibility of the student to contact the instructor about the possibility of receiving an "I" grade. A grade of "I" becomes a grade of "F" if it is not converted and submitted to the Registrar before the last date to resign during the next regular semester in which the student is enrolled or within one calendar year if the student does not enroll.

At least one week before the deadlines stated above, the student must make arrangements to complete all course requirements. The grade of "I" is not included in computing the student's quality point average until it is resolved into a final grade. If a grade of "I" is given to any student, a copy of any outstanding work (i.e. tests, papers, etc.) as well as the student's grades and the grading scale, must be turned in by the visiting lecturer to the department head.

4. The grade of "W" is given when a student withdraws from a class or resigns after the final date to register and before the designated date published in the University calendar. The grade of "W" is not included in computing the student's grade-point average.
5. Students have the right to see all graded materials used in the computation of their grade. All records and materials which were used in the computation of the student's grade and which were not returned to the student after grading should be retained for a period of at least one semester following the student's completion of the course.
6. Points may not be subtracted from a student's final total as a punitive action for missing class.

## **F. Exams**

1. Faculty are required to give a final examination in each course during the scheduled final examination period. Final examinations must cover at least the material offered during the last half of the semester or, preferably, the material offered during the entire semester. A faculty member may not exempt any student from a final exam. All final grades must be listed on class rosters which are then returned to the Registrar's Office. Teachers should post final grades in code or privately inform students of course grades earned.

With approval of the department head and dean, the final exam requirement may be waived for courses in which exams are not applicable.

2. Instructors must be available to their students during the week of final examinations in case there are any questions by students regarding grades.
3. Final grades must be submitted to the department head prior to the announced deadlines each semester. Instructors are not required to post grades. Those who do must comply with the Family Educational Rights and Privacy Act. See provisions of this act at the McNeese website at <http://www.mcneese.edu/policy/family.htm>. This act prohibits public posting of grades using social security or student identification numbers without the uncoerced, written consent of the student. Public posting using a code word or randomly assigned number, known only to the student and instructor is permissible so long as the order of posting is not alphabetical. Mailing grades using student-supplied, stamped, self-addressed envelopes is also permitted.
4. If a student misses a test or an examination, it is the student's responsibility to present an excuse to the instructor within the first three class meetings, or the equivalent (one week at night), after the student returns to class, and to arrange with the instructor for a date and place to take the makeup examination.

Excuses for missing tests or examinations must be medical from a physician, some event that made it truly impossible for the student to be present, or an official University activity. If a student presents a valid excuse, the instructor must give the student a makeup test.

An "adequate" number of tests or assignments should be given so that students may know how they are progressing in the course.

## **G. Grade Appeals Procedures**

A student who feels that the final grade received in a course is incorrect should proceed as follows:

1. Confer with the faculty member who assigned the grade and make every effort to resolve the difference.
2. If the problem is not resolved, the student should then file a written grade appeal to the department head in which the grade was assigned. This must be done before the 20th class day of the next regular semester (fall or spring) after the grade was assigned. The appropriate forms may be obtained from the Registrar's Office.
3. If either party is dissatisfied, the appeal is then forwarded within 10 school days to the dean of the college in which the grade was assigned.
4. If the problem is not resolved, either party, within 7 school days, may appeal in writing to the University Grade Appeals Committee. If an appeal involves either a faculty member or student member of the committee, a substitute faculty member or student member of the committee will be chosen to serve for that appeal only.
5. Within 15 school days of receipt of a written appeal from a student, or faculty member, the Grade Appeals Committee will consider the matter to determine if the appeal has sufficient basis to conduct a formal hearing. A vote of no by 10 of the 11 members of the Committee will be required to deny the appeal without a formal hearing. In the case where a formal hearing is denied, the student will be notified of the finding and given 14 days to submit additional information and request a reconsideration of the case. Ten (10) votes will be required to deny the reconsideration. If a formal hearing is scheduled, both the faculty member and the student will be given at least 4 school days prior notice of the date, time, and place of the hearing. At the hearing, both faculty member and the student will appear, will be allowed to present their cases, and will be allowed to introduce into evidence tests, papers, grade reports, records of class procedures, and similar items, in support of their cases. If the committee feels further evidence is needed, it may call on other witnesses to give additional information. Should the committee rule in favor of the student; it would recommend the appropriate grade change. The committee will deliver its written recommendation to the Vice President for Academic Affairs, the dean, the department head, the faculty member, and the student involved.
6. The Vice President for Academic Affairs will then rule on the recommendation of the committee and inform, in writing, the student, the faculty member, the Registrar, and other appropriate University personnel.

## **H. Teacher Evaluation**

During each regular semester, student evaluations of the faculty are made. Part-time faculty are required to be evaluated by the students in each of their classes. These student evaluations will be included in the overall evaluation of the visiting lecturer each semester the visiting lecturer is employed. The evaluations will be turned in to the department head. Night class evaluations will be turned in to Continuing Education. Instructors must administer student evaluation of instruction according to departmental guidelines.

## **I. Confidentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974, as amended, requires that students be given access to

their education records. Additionally, it requires that access to education records (including grades) be denied to others (including parents) unless permission is granted in writing over the student's signature. The denial of access does not apply to the McNeese State University employees who have a legitimate educational or safety interest as determined by the University, including personnel in the Registrar's office, advisors, or other University personnel who have a need to know. Additionally persons under contract, or having a contractual agreement with the University to provide a service or benefit to the student or their family may have access to certain student records as prescribed by federal law. The University reserves the right to deny access to students' education records to persons not affiliated with the University unless the student has submitted a written signed waiver requesting access and specifying the records to be released. This policy can be found on the McNeese website at <http://www.mcneese.edu/policy/family.htm>.

The Family Educational Rights and Privacy Act of 1974, as amended, includes various provisions for protection and privacy of students and parents. Among these provisions is the requirement that educational institutions permit currently enrolled students to restrict the release of those items designated as "directory information."

MSU defines as directory information the following facts about a student: name, address, and telephone number; e-mail address; major field of study and classification; class schedule; date and place of birth; faculty advisor; high school attended and date of graduation; photograph; religious preference; veteran's status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, awards and honors received; and previous educational institution most recently attended.

Please be aware that students' names, classifications, and colleges are listed on the Internet by MSU. If you wish to request that this information not be released, listed on the Internet, or in the MSU Directory, you need to submit a "Request to Prevent Disclosure of Directory Information Form" to the Registrar's Office. This form must be completed and returned to the Registrar's Office no later than the second week of classes during the fall semester. Once requested, this restriction will remain in effect as long as you are continuously enrolled until you request that it be removed.

Questions regarding FERPA should be referred to Stephanie Tarver, the University Registrar, at 475-5145 or emailed to: [starver@mail.mcneese.edu](mailto:starver@mail.mcneese.edu).

## **J. Diversity Awareness Policy**

This policy can also be found at the McNeese website at <http://www.mcneese.edu/policy/diversity.htm>.

The faculty, staff, and students at McNeese State University reflect the diversity of our nation and the world. The University welcomes the rich environment that such diversity provides. Members of the University community have an obligation to support the community by showing respect to all who are a part of it.

Members of the University community also have an obligation to comply with all federal and state laws relating to diversity matters. Neither the laws nor the University intend to dictate the thoughts or feelings of individuals. The University does require that actions and behaviors comply appropriately and respectfully with both the law and University policy. Employees are expected to maintain a collegial relationship with all members of the University community.

### **INCORPORATION**

This "Diversity Awareness Policy" shall be incorporated into the Faculty /Staff Handbook, the Code of Student Conduct, Classified Civil Service Handbook, the Affirmative Action Plan, and any other appropriate policy manuals that govern behavior or grievance procedures relating to University employees and/or students. This policy shall also be made a part of every organization chartered by McNeese State University. Any group or individual wishing to operate under the sponsorship of the University or to use the University's facilities must abide by this policy.

### **STANDARDS OF STUDENT AND STUDENT ORGANIZATION BEHAVIOR**

#### Discriminatory Acts

The commission of any act that discriminates against or harasses another in relation to race, ethnic background, gender, sexual orientation, religion, disability, or age will not be tolerated.

Filing a Grievance

Any person who believes that he/she or his/her organization has been the object of harassment or discrimination by any student or student organization should present those allegations in writing following the procedure outlined in Section M, Grievance Procedures, pages 18-19.

Consequences

Where harassment or discrimination as described above has occurred, the University may require appropriate remedies and/or may take disciplinary action against the offending student(s) or organization(s). All managers and supervisors must report any alleged violations, within three (3) working days, to the Office of Special Services and Equity.

**STANDARDS OF FACULTY AND STAFF BEHAVIOR**

Discriminatory Acts

According to federal and state laws, discrimination because of race, ethnic background, gender, sexual orientation, religion, disability, or age is prohibited and will not be tolerated.

The commission of any act that is derogatory in relation to race, ethnic background, gender, sexual orientation, religion, disability, or age will not be tolerated.

Filing a Grievance

Any person wishing to file a grievance involving harassment or discrimination against any member of the University faculty or staff, should present his/her allegations in writing following the procedure outlined in Section M, Grievance Procedures.

Should the person making the accusations suffer harassment or discrimination as a result of filing the complaint, the University will view such actions as most severe and will seek the maximum sanction permitted.

Consequences

Harassment or discrimination by any University faculty or staff member may be cause for discharge, termination of contract, demotion, or written reprimand. In addition, that individual, as well as the University, may be held responsible for any legal claims that may arise.

In light of the special authority and influence a faculty member has over his/her students, the faculty member should be particularly sensitive to the potential problems associated with dating a student in his/her class and would be well advised to avoid such contact while the student is enrolled in his/her class.

**FEDERAL AND STATE LAWS AND POLICIES APPLICABLE TO DISCRIMINATION**

Racial Discrimination--Civil Rights Act of 1964

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

McNeese State University regulation specifically prohibits the following racially discriminatory actions:

Deny or provide an individual any service, financial aid, or other benefit which is provided in a different manner, from that of others;

Subject an individual to segregation or separate treatment in any matter related to his/her receipt of any service, financial aid, or other benefit;

Restrict an individual in any way in the pursuit of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit;

Treat any individual differently from others in determining whether he/she satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided service, financial aid, or other benefits;

Allow an individual an opportunity to participate in the program which is different from that afforded to others;

Deny a person the opportunity to participate as a member of a planning or advisory body.

Sexual Harassment/Discrimination--Title VII

The use of any term or the commission of any act that is sexually derogatory or discriminatory will not be tolerated. Sexual harassment may be either same gender or different gender. It includes any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of this nature where:

Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic status.

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Submission to or rejection of such conduct results in an individual being denied opportunities, to advance professionally and academically where ability and/or other relevant factors would normally be the basis for such advancement.

Violence Against Women Act of 1994 may be used by victims of sexual harassment in the workplace. This act provides for both compensatory and punitive damages. It may be used in conjunction with other employment laws. The Act allows victims to sue individuals even when the employer is not found liable.

The McNeese Sexual Assault Policy

On college campuses, acquaintance and date rape are more apt to occur than rape by strangers. Research on college women indicates as many as 20 percent of the female population may at some point be sexually coerced by acquaintances. While some students may not think of forced sexual relations as rape, such action constitutes a serious crime and is a felony under Section 14:42 of the Louisiana Revised Statutes.

If you are the victim of sexual assault, contact a friend to help you collect your thoughts and focus on your needs. If the assault occurred on campus, call the MSU Police Department at 475-5711 or at 111. If the assault occurred off campus, call the Lake Charles Police Department or the Calcasieu Parish Sheriff's Office at 911 or the Rape Crisis Center at 494-7273.

The complete sexual assault policy and information for obtaining medical care, assisting in the investigation, seeking counseling, and services available from the Office of Student Services are found at the McNeese website at <http://www.mcneese.edu/policy.htm>.

Gender Discrimination -Title IX Education Amendments of 1972, as amended

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Specific prohibition--except as provided in some specific exceptions in the act, in providing any aid, benefit, or service to a student, the provider shall not, on the basis of sex (gender):

Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

Provide aid, benefits, or services in a different manner;  
Deny any person any such aid, benefit, or service;

Subject any person to separate or different rules of behavior, sanction, or other treatment;

Apply any rule concerning the domicile or residence of a student or applicant, including eligibility for in state fees and tuition;

Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person who discriminates on the basis of sex in providing any aid, benefit or services to students or employees;

Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Orientation Discrimination-Executive Order EWE 92-7

No state agency or department shall discriminate on the basis of sexual orientation against an individual in the provision of any services or benefits by such state agency or department.

No state agency or department shall discriminate on the basis of sexual orientation against any individual in any matter pertaining to employment by the state, including but not limited to, hiring, promotion, tenure, recruitment, and compensation.

All contracts for the purchase of services by any state agency or department shall be awarded without discrimination on the basis of sexual orientation of persons seeking such contracts. Further, all such contracts shall include a provision that the contractor shall not discriminate on the basis of sexual orientation in any matter relating to employment.

Age Discrimination Act of 1967, as amended

It is unlawful in situation where this Act applies, for an employer to discriminate in hiring or in any other way based on age.

Discrimination Against the Disabled-Rehabilitation Act of 1973 and  
Discrimination Against the Americans with Disabilities Act of 1990

The commission of any act that is derogatory or discriminatory toward individuals with disabilities will not be tolerated.

The definition of discrimination against individuals with disabilities is as follows: No otherwise qualified disabilities individual in the United States, shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

A person with a disability is one "who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." Major life activities are functions such as "caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working." This includes disabilities caused by AIDS, alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addition, epilepsy, heart disease, mental illness, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps such as dyslexia or developmental aphasia.

Requirements of the Rehabilitation Act of 1973

No student may be excluded from any course or any course of study solely on the basis of disability.

Reasonable modifications in degree or course requirements may be necessary to meet the requirements of some students with disabilities.

Prohibitive rules, such as those banning tape recorders from classrooms, must be waived for some students with disabilities.

Auxiliary aids (interpreters, note-takers, and recording devices, extending testing time) must be permitted in the classroom when they are required to ensure full participation of the students with disabilities.

Alternative testing and evaluation for measuring student's achievement may be necessary for students with impaired sensory, manual, or speaking skills (except where those skills are being measured).

Classes may have to be rescheduled to permit access for students with mobility impairments.

Special equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases.

Counseling students with disabilities toward more restrictive careers than students without disabilities unless such counsel is based on strict licensing or certification requirements is discriminatory.

#### American With Disabilities Act of 1990

The Americans With Disabilities Act (ADA) gives civil rights protection to individuals with disabilities that are like those provided to individuals on the basis of race, gender, national origin and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

All state or local governments' facilities, services and communications must be accessible consistent with the requirements of Section 504 of the Rehabilitation Act of 1973.

In Public Law 101-336 (ADA) Congress finds that "Despite some improvements, discrimination against individuals with disabilities continues to be a serious and pervasive social problem. Discrimination against individuals with disabilities persists in such critical areas as employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public services. Individuals with disabilities are a discrete and insular minority who have been faced with restriction and limitations, subjected to a history of powerful unequal treatment, and relegated to a position of political powerlessness in our society, based on characteristics that are beyond the control of such individuals and resulting from stereotypic assumption not truly indicative of the individual ability of such individuals to participate in, and contribute to, society." McNeese State University intends to fully comply with the Americans With Disabilities Act.

Title I of the Americans With Disabilities Act 1990, which took effect July 26, 1992, prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment.

Title II of the ADA essentially extends the anti-discrimination prohibition embodied in Section 504 of the Rehabilitation Act of 1973 to all actions of State and local governments. The standards adopted in ADA Regulations are generally the same as those required under Section 504 for federally assisted programs. Title II also incorporates those provisions of Title I and III of the ADA that are consistent regulations implementing Section 504.

Subject to the provisions of Title II, no qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. The term "qualified individuals with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

McNeese State University does not, on the basis of disability, exclude any qualified student from any course, curriculum, or other parts of its education program or activities (Rehabilitation Act of 1973, Section 504).

McNeese State University is committed to the principles of inclusion. Hence it operates its programs, and activities in the most integrated setting. (Rehabilitation Act of 1973, Section 504).

Professors and other administrators may require recent professional documentation of students who are requesting accommodations under Section 504 and the American with Disabilities Act. These reports **must be kept confidential!** Absolutely no notations of any kind on official MSU records (e.g. grade books, transcripts, etc.) indicating that a student has a disability are to be made. Professors should destroy documentation at the end of each semester.

Individual professors are primarily responsible for providing reasonable accommodations for students enrolled in their courses (e.g. extended testing time, oral, typed and/or tape-recorded exams, etc.). The Office of Services for Students with Disabilities also offers some services. The Executive Director of Human Relations and Social Equity is the ADA Compliance Officer. All disputes and grievances should be referred to the Office of Human Relations and Social Equity. The ADA Compliance Officer is available for counsel and advice on all ADA issues.

While students with disabilities may freely choose to register with the Office of Services for Students with Disabilities, this is **NOT** a requirement for receiving services other than those offered by the Office of Services for Students with Disabilities.

All course syllabi must include the following statement: "Students with impaired sensory, manual, or speaking skills are encouraged and have the responsibility to contact their instructor, in a timely fashion, regarding reasonable accommodation needs. Students should visit the MSU web page at <http://www.mcneese.edu/policy/diversity.htm> for information about diversity awareness and sexual policies and procedures."

## **K. Violence Free Workplace Policy**

The safety and security of McNeese State University employees, vendors, contractors, and the general public are of vital importance. Therefore, acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Employees found guilty of violence will be subject to discipline up to and including immediate termination.

The most current policy is available in the Personnel Office or the Office of Special Services and Equity.

It is a requirement that employees report to their supervisors and the Human Resource Manager, in accordance with this policy, any behavior that compromises the University's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

To meet our commitment to provide a safe environment for employees, customers, and visitors, the University has created a Violence Prevention Team to develop and implement a Workplace Violence Prevention Program. The Team is comprised of the Vice President of Administration and Student Affairs, the Human Resources Manager, The Vice President of Special Services and Equity, the University Police Director, the Director of Media Services, and the Coordinator of Counseling. The team will provide assistance to employees and communicate information to the media in the event of an emergency.

The University believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow response procedures. Employees will therefore play a critical role in the administration of this Violence Free Workplace Policy.

McNeese State University prohibits the following:

- Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
- Any act or threat of violence, including, but not limited to intimidation, harassment, or coercion.
- Any verbal or written transmission, correspondence, or e-mail initiated by an employee that constitutes threats, harassment, intimidation, or coercion toward another person.
- Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public.
- Use or possession of a weapon on University premises other than University Police Officers.

### Employee Procedure to Report Workplace Violence

Report any act of workplace violence to the immediate supervisor and to the Human Resource Manager. An employee reporting an incident will be required to complete an incident report that will include the date of the incident, place of the incident, time of the incident, time the incident ended, employee's name, title, phone, and work location.

The Human Resource Manager will investigate the incident, request written statements, and report to the Workplace Violence Prevention Team.

The Team will take appropriate action in accordance with civil service rules for classified employees, or recommend actions to the appropriate Vice President for incidents involving unclassified employees and faculty members.

#### Defusing Workplace Violence

Efforts to prevent a situation from becoming violent include the following:

- Make eye contact.
- Give the person your full attention.
- Speak to the person in a calm voice.
- Be open and honest.
- Give the person the opportunity to tell his/her side.
- Listen attentively.
- Ask for specific examples.
- Ask open-ended questions and make sure you understand the situation before providing feedback.

### **L. Sexual Harassment Policy**

The following letter was signed by President Hebert and sent to all employees on June 6, 1991, and renewed on March 3, 2000.

"The policy of this organization always has been that all our employees should be able to enjoy a work environment free from all forms of discrimination, including Sexual Harassment.

Sexual Harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual Harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with our work effectiveness.

Such conduct, whether committed by supervisors or nonsupervisory personnel, is specifically prohibited. This includes: repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment."

#### University Sanctions

In accordance with McNeese State University policies, when an employee is found to be in violation of the Sexual Harassment Policy Statement, he/she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their own expense, in appropriate counseling and/or continuing education programs.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or personnel officer. Persons who feel that they have been harassed or confronted with unacceptable

behavior should contact the Office of Human Relations and Social Equity, Dr. Gwen Duhon, EEO Officer for a grievance form and/or for an interview.

**All managers and supervisors must report, within three working days, actual or alleged violations to the Office of Human Relations and Social Equity.**

## **M. Grievance Procedures**

### Procedure

Should any member of the University community (student, staff, faculty, or administrator) believe that an anti-discrimination rule or Diversity Awareness Policy has been broken by any other member of the University community, he/she should prepare a written statement detailing the allegations. This statement may be delivered by hand or mailed to the Executive Director of Human Relations and Social Equity at MSU P O Box 93248, or the Vice President for Administration and Student Affairs at MSU P O Box 92455.

The Office of Human Relations and Social Equity will attempt to resolve the matter through Alternative Dispute Resolution. This must occur within 30 days of the filing of the grievance. A brochure explaining alternative dispute resolution is available in the Office of Human Relations and Social Equity.

If the matter is not resolved through Alternative Dispute Resolution, the Vice President for Special Services and Equity will investigate and attempt to resolve the grievance within sixty working days. If it cannot be resolved in this manner, the matter will be forwarded to the Arbitration Committee.

The committee then has ten (10) class days to render a decision after the completion of the hearing. Guidelines for the hearing will be provided to each party by the committee chairman upon receipt of the case. If harassment or discrimination is found, the committee may exercise one of the following options:

- 1) The committee may require an appropriate remedy, short of disciplinary action, which seeks to redress the wrong. Non-compliance with this remedy will result in disciplinary action.
- 2) The committee may recommend disciplinary action as its appropriate remedy. In this case, the proper procedure as outlined in the Code of Student Conduct or the Faculty Handbook, or any other appropriate manual governing discipline of University employees or students will be followed.

The grievance hearings are confidential and disclosure of sanctions must abide by privacy laws. Within that framework, the party which makes the final disposition of the grievance (Office of Human Relations and Social Equity or Arbitration Committee) will be required to provide a written copy of the agreement or disposition of the following of its disposition:

- 1) the one/group filing the grievance
- 2) the one/group against whom the grievance was filed
- 3) the office from which the grievance was received (Executive Director or Vice President, said office to be charged with keeping the grievance and its disposition on file and available for appeal
- 4) the President of the University

Individuals or groups have ten (10) working days to appeal their grievance settlement to the vice president responsible for overseeing the person or group against whom the original grievance was filed.

### Arbitration Committee

If the grievance cannot be resolved in this manner, then the matter will be referred to the Arbitration Committee. The Arbitration Committee will be appointed by the Vice President of Administration and Student Affairs on recommendations from his/her staff, the Faculty Senate, and the SGA President.

The Committee will be composed of a chairman, who votes only to break a tie, two members from Academic Affairs, two members from Administration and Student Affairs, who members from Business Affairs, two members from University Services, one member nominated by the Faculty Senate, and two student members. Others may be added at the discretion of the Vice President for Administration and Student Affairs.

## **N. Policies**

### **1. Drug-Free Workplace**

The National Drug Control Strategy issued in September 1989 proposed that the Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive federal financial assistance. On December 12, 1989, the President signed the Drug-Free Schools and Communities Act Amendments of 1989 which required that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

This law, in addition to the Drug-Free Work Place Act (Pub. L. No. 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative action steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the work place, establishes the legal requirements of McNeese State University's policy.

McNeese State University has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon our academic community and are not associated with a singular socioeconomic group or age level. The process of education and learning are especially impaired by alcohol abuse and the use of illicit drugs.

McNeese State University subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse which states:

1. The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
2. The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
3. McNeese will create an environment that promotes and reinforces healthy responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.
4. The institution will provide for a reasonable level of care for alcohol and drug abusers through counseling, treatment, and referral.

The foundation of the philosophy concerning alcohol and drug abuse for McNeese State University is the firm commitment to an educational program which provides the adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The institution is committed to a health environment for learning and living.

## **POLICIES**

### **Drug**

McNeese State University prohibits the unlawful manufacture, distribution, possession, and use of any narcotics, barbiturates, amphetamines, marijuana or any other controlled substance as defined in Schedule 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15. Any full or part-time officer or employee of the University, including faculty, other unclassified staff, classified staff and students, found in violation of the above policy shall be subject to disciplinary action, up to and including termination of employment or suspension from the University and unlawful violations will be subject for referral to the appropriate authorities for prosecution.

### Alcohol

The University prohibits the unlawful use or sale of any alcoholic beverages and the possession or consumption in any form on the University campus except in those areas where the President or his/her designee has authorized the serving or sale of legal beverages in accordance with the provisions of the state and local law and ordinance and prescribed University regulations.

A copy of the Board Of Trustees policies concerning alcohol use and sale may be obtained from the Office of Student Services or the Office of the Vice President of Administration and Student Affairs.

As a condition of employment, all employees of McNeese State University shall abide by the terms of this policy statement and will notify the University of any criminal drug statute conviction for a violation occurring in the work place no later than ten (10) days after such conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

According to Louisiana Revised Statute 49:1001-1021, the System's Administrative Office is authorized to proceed with drug testing of employees. The context of this policy will be pursuant to this Statute and to the Drug-Free Schools and Communities Act of 1986, the Federal Drug-Free Workplace Act of 1988; the Drug-Free Transportation Employee Testing Act of 1991, the Federal Highway Administration procedures, Title 49CRF part 40 and part 382 et al, Louisiana Revised Statutes 23:1081 and 1601, 30:2173(2), 32:1502 (5), and Executive Order MJF 9838.

A copy of the University of Louisiana System Board of Supervisors policy concerning employee drug testing may be obtained from the Personnel Office.

### University Sanctions

In accordance with McNeese State University policies, when an employee is found to be in violation of the Drug-Free Policy Statement, he/she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their expense, in a drug abuse rehabilitation program before being allowed to return to work. Appropriate action will be taken within thirty (30) days of McNeese's notice of conviction or violation of the University's drug-free policy statement.

This policy statement is an integral part of McNeese's drug-free awareness program.

## **O. Animal Use Protocol**

The use of certain animals in research, training, experimentation, and instruction at McNeese is now covered by guidelines to assure compliance with applicable laws. Specific guidelines and approval forms for such use can be obtained from the Office of Research Services and Sponsored Programs.

## **P. Scientific Misconduct Policy**

McNeese has adopted a document entitled "General Standards of Professional Ethics as Related to Research at McNeese State University" as its policy relating to scientific misconduct. It defines "misconduct" as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the research community for proposing, conducting, or reporting research. It does not include honest errors or honest differences in interpretation or judgments of data.

Anyone wishing complete details of this policy should contact the Office of Research Services and Sponsored Programs.

## **Q. Human Research Policy**

All research conducted at McNeese State University using human participants must have Institutional Review Board approval before it is initiated. Specific guidelines and approval forms for such research can be obtained from the Office of Research Services and Sponsored Programs web page on the MSU website.

## **R. Copyright Policy**

The administration of McNeese State University supports strict compliance with the provisions of the United States Copyright Law. It is the responsibility of each person employed by the University to adhere to the law. Employees who violate copyright laws do so at their own risk and assume all liability.

Additional information may be obtained from the Office of Academic Affairs, Frazar Memorial Library, or the University Bookstore. Faculty who make course materials available through the University Bookstore must comply with the Bookstore's policy related to copyright issues.

## **S. Intellectual Property and Shared Royalties Policy**

The University of Louisiana System recognizes the need for and desirability of encouraging the broad utilization of the results of academic research by bringing innovative findings to practical application. The primary purpose of this Intellectual Property Policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the home institutions and the creators. A copy of the entire policy is located in the Office of Academic Affairs, the Office of Research Services, and the Office of Institutional Effectiveness and is available on the MSU website at <http://mcneese.edu/policy>.

## **T. Internet or Web-based Course Policy**

**Approved: July 20, 2000; revised February 5, 2001.**

Faculty wishing to deliver course instruction using the Internet must adhere to the most recent Internet or Web-based Course Policy. Check the McNeese web page at <http://www.mcneese.edu/policy/web.htm> for the most recent policy. The Coordinator of Distance Learning may provide materials relevant to Internet or web-based course; the coordinator may be reached at [hware@mail.mcneese.edu](mailto:hware@mail.mcneese.edu).

Any faculty using the Internet for course delivery must have participated in appropriate training for such delivery methods. At a minimum the faculty member must demonstrate competency in appropriate technical methods and an understanding of the pedagogy as related to Internet or web-based teaching. It is suggested that accepted models of Internet or web-based instruction are viewed prior to course development. The Coordinator of Distance Learning can provide information on training and available models and resources for Internet instruction.

A faculty member must completely develop a course before seeking approval to offer the course. The University Curriculum Committee must approval all web-based courses.

All Internet or web-based courses must have course content and methods for measuring learning outcomes approved by the appropriate curriculum coordinator, department head, and dean. A justification for offering a course via Internet must be included in the request for approval.

The following Standard components for Internet or Web-based Courses (independent of course content) must be included in the course:

1. A course syllabus.
2. Breadth and scope of the course should be comparable to the course as it would be delivered in traditional format.
3. A detailed description of how to submit assignments.
4. A technical help page-when students have technical problems with the course, they should be directed to appropriate resources for assistance.

5. A student resources page-a page containing hyperlink(s) to University resources designed for students who are seeking help or support. An example would be a web page that contains hyperlink to the Library, etc.
6. Instructor Contact Information: Students must be provided reasonable opportunity for private contact and communication with the course instructor. Contact information should include campus office hours, telephone number, email address, fax number (if available), and mailing address.
7. Each Internet or web-based course must provide for the interaction among students and faculty and students. An online discussion forum would be an example of this. On-line discussion sessions should be frequent and should encourage interaction from all students. Participation in these discussion sessions should be required for successful completion of the course.
8. Each Internet or web-based course should provide the students with a calendar for assignment completion to help pace the student through the course. Due to the nature of Internet or web-based courses, students need a guide and calendar for completion of assignments.
9. All Internet or web-based courses will be password protected and each student enrolled in the course shall be given a user name and password to the course. All grades are to be kept confidential; students must be informed of the method for posting grades.
10. Faculty teaching Internet or web-based courses must allow the coordinator of distance learning, department head, dean, and vice president for academic affairs access to the course.
11. Each course shall have a public page to allow prospective students to view the course objectives, calendar, prerequisites, and technology required to access the course modules.
12. Arrangements must be made with the Testing Office or the Coordinator of Distance Learning to allow Student Evaluation of Instruction and Assessment for the instructional delivery methods for all Internet or web-based courses. Core questions for SEI are available on the approval form. Assessment of delivery of instruction should be developed by the instructor and results shared with the program coordinator, department head, and dean.
13. Each course must have a student release form due to the discussion forum posting of student comments. Instructors must secure a signed release from each student.
14. A standard McNeese State University logo should be on the public page and the home page of the course web to clearly identify the course with MSU. This logo may be obtained from the Office of Media Services.

#### Scheduling Internet or Web-based Courses

Courses that meet the definition of an Internet or web-based course must be scheduled through the Coordinator of Distance Learning prior to each semester the course will be taught.

All students in Internet courses should take exams at the McNeese campus. Information about time and place for exams must be clearly communicated to the student. All exam dates must be scheduled and confirmed with the student.

If exams are administered off-campus (not on the web site), facilitator (s) approved by the Coordinator of Distance Learning must be scheduled at off-campus locations to administer exams. If the exam is administered at an off-campus site, complete instructions on how to administer the exam must be available to the facilitator.

If exams are administered using the Internet, a designated testing site where the exam can be proctored is required.

#### Web Based Course Policy Stipend

This policy can be found at the McNeese website at <http://www.mcneese.edu/policy/webstipend.htm>.

Full time faculty who develop web-based courses to be offered at McNeese are eligible to receive a \$1,000 stipend provided all requirements stated in information technology related policies are met. Courses designed for independent study such as directed study, internships, field study, etc. do not qualify for the stipend. Subsequent courses developed by a faculty member are not eligible for an additional stipend. The most recent policy is located on the McNeese website at <http://www.mcneese.edu/policy/web.htm> or is available from the Coordinator of Distance Learning.

Faculty must complete and submit the "Faculty Development Funds Request for Internet or Web-Based Course Development." Forms are available on the web site or from the Coordinator of Distance Learning. Stipends will be payable after the 14<sup>th</sup> day of the semester in which the course is offered for the first time. Class size must meet University requirements in order to be offered.

**U. McNeese State University Home Page**

The official McNeese State University home page website is maintained through the Office of Media Services. Home Pages are considered an official publication of the University and must adhere to the official current McNeese State University Web Page Policy and Guidelines which are available from the Office of Media Services and the Information Technology Office.

**V. Ethical and Legal Use of Computer Software for Members of the Academic/University Community**

Unless software, including data, has been placed in the public domain, software is protected by the U.S. Copyright Act. This means that it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. Software not copy-protected is not necessarily public domain; it may not be copy-protected so that a legal back-up copies may be made. The software license agreement must be referenced concerning legal restrictions as to use of the software and copying of the software.

Just as the academic community cannot tolerate plagiarism, the academic community cannot tolerate the unauthorized copying of computer software and data. McNeese State University has adopted the EDUCAUSE statement of principle about intellectual property and the legal and ethical use of computer software and data.

Because electronic information is volatile and easily produced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations may be grounds for sanctions against members of the academic community. Violators of copyright law may also be held personally liable for any infractions.

**W. Use of State Equipment and Facilities**

Louisiana state law prohibits the use of state equipment and facilities for personal benefit. While it is the responsibility of supervisors to oversee and monitor use of state resources, it is the responsibility of each person employed by the University to adhere to this law.

**X. Miscellaneous**

1. The University Bookstore is open at night and on Saturdays during the first two weeks of classes. Visiting lecturers and graduate assistants teaching evening classes should release their students from the first night's class long enough to make necessary purchases.
2. The Division of Continuing Education, Room 119, Kaufman Hall, is open Monday through Thursday evenings until 7:00 p.m. during class days. The evening telephone number is 475-5127. Please inform night students who find it impossible to be on campus during regular business hours that Continuing Education accepts correspondence and notices for delivery the next business day to the proper University office. Persons wishing to resign or withdraw may do so in person in writing until 7:00 p.m. Monday through Thursday when classes are in session.
3. The Watkins Health Infirmary is staffed from 7:00 a.m. to 4:30 p.m. on class days. Contact University Police at 475-5711 at other hours for an ambulance. For a campus emergency, call 111.
4. Counseling and guidance services are available by appointment at the Counseling Center in Kaufman Hall Room 167. To schedule an appointment, call 475-5136.

5. The Frazar Memorial Library is open until after night classes have finished. The library Web site at <http://library.mcneese.edu> provides extensive information about hours, personnel, services, etc. pertaining to library operation.. The website links to a variety of databases as well as library holdings at McNeese and other academic libraries in the state.
6. Visiting lecturers and graduate assistants should contact their department head for assistance in securing necessary grade books, faculty texts, audio-visual equipment, and supplies.
7. A distribution box is available in the Continuing Education Office for necessary communications. On-campus visiting lecturers and graduate assistants should check this box each week unless other arrangements have been made with their department head. Off-campus visiting lecturers must make arrangements with their department heads for necessary communication.
8. The campus emergency number is 111. NOTE: This is NOT the downtown emergency number 911.
9. If you have not received a letter of appointment by September 15 in the fall or by February 15 in the spring, notify your department head.
10. Review of Written Complaints. McNeese recognizes the value of information provided by students, employees, and others in assessing the institution's performance. This Policy for Review of Written Complains is for the purpose of addressing significant violation of the institution's standards, policies, and procedures and is not a forum for addressing grievances. The University has established grievance procedures for students and employees and expects individuals to attempt to resolve grievance issues through procedures established according to the situation.

Complaints must be submitted in writing by the complainant and addressed directly to the appropriate vice president at McNeese State University. The University will not entertain complaints that are not in writing or which are anonymous. The University will not act on complaints submitted on behalf of another individual or complaints forwarded to the University. Procedures for complaints can be found in the Faculty Handbook, I. F. 4, pages 14-15.

## **Y. Media Releases**

The Office of Media Services (OMS) is the official liaison between the University and the news media, and all requests for media coverage for University-related activities are handled by Media Services. OMS produces and distributes news releases, photographs, public service announcements, recruitment videos, and various other printed publications. The office is located on the main campus in Holbrook Student Union.

## **Z. Off-Campus**

1. Part time faculty are required to utilize personal transportation.
2. Visiting lecturers must not collect funds from students for registration, books, or other fees.

## **AA. System Operational Safety Plan**

### Management Safety Policy Statement

In accordance with the requirements of the Office of Risk Management and R.S.39:1543-1544, the Board of Supervisors for the University of Louisiana System is committed to a safe environment for employees and clients of this agency. Safety is not the exclusive responsibility of any one employee. Every employee is responsible for his/her own safety and the safety of those with whom he/she comes in contact. The safety responsibility of each employee is in direct relationship to his or her own operational responsibility.

### Assignment of Safety Responsibility

Each employee is responsible for periodic self-inspection of his or her area of responsibility and should make appropriate inspection reports as required. Employees should immediately report all accidents resulting in personal injury to their immediate supervisor.

Supervisory personnel should investigate all accidents reported to them and they should complete the required injury accident report.

Procedures for Inspection

Employees are encouraged to regularly inspect their work areas and to identify and report unsafe conditions to their immediate supervisor for corrective action.

Procedures for Accident Investigation

When an accident occurs, the immediate supervisor of the accident victim should investigate it as soon as possible. Other levels of management may be involved depending upon the nature and severity of the accident.

Provisions for Safety Meetings

Safety meetings will be held to discuss any unsafe behavior or activity noted in work areas as a result of safety inspections.

Safety Rules for the Facility

Employees will observe the rules and regulations for this facility as promulgated by the Division of Administration Office of Building and Grounds.

Provision for Safety Training for Employees

Supervisory personnel are responsible for training their employees to perform required tasks in a safe and efficient manner.

Record Keeping Procedures

Injury reports, first aid logs, inspection reports, hazard control logs, risk reports, minutes of safety meetings, and training records will be retained for at least one year.

First Aid Procedures

Only someone who has completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Management will maintain a file of trained first aid attendants.

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