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Orientation, Contacts and Services

Campus Map:

<http://www2.tulane.edu/about/visiting/uptown-campus-map.cfm>

Housing:

The University does not provide housing referrals.

The Department of Housing and Residential Life has a website with resources to accommodate off-campus housing seekers. Resources include an off-campus resident association Facebook group, checklist for moving off campus, list of uptown residential Rental Agencies, questions to ask a landlord, and tips for finding the perfect off-campus house (see <http://www2.tulane.edu/studentaffairs/offcampus/resources/index.cfm>).

Additionally, the school of medicine has a site to search:

<http://tulane.edu/som/housing.cfm>

Papillon Apartments <https://www2.tulane.edu/studentaffairs/housing/grad/grad-living.cfm>. The Papillon was acquired by Tulane University in November 2005 and is now the apartment complex available for Tulane graduate students, students with families, and faculty.

Campus Office of Public Safety:

<http://www2.tulane.edu/police/>. The Office of Public Safety, consisting of Police and Traffic divisions, handles all parking matters and issues of security for the campus community. The Tulane University Police Department includes 44 full-time commissioned officers who are trained at state-certified police academies and meet the requirements of the Louisiana Peace Officer Standards of Training, 15 administrative staff, and more than 40 part-time student employees who receive special training in campus law enforcement. They patrol campus 24 hours a day, 365 days a year. They also provide security escorts around campus and to your car.

In case of any emergency, call campus police first at 865-5200 or X5200 from any campus phone. The police will respond immediately and then alert any on- or off-campus agencies necessary. They urge all members of the campus community to call in case of fire, hazardous spill, injury, accident, robbery or any concern for personal safety. Campus police provide free escorts and rides for campus members travelling to their cars at night on and off campus. They send out crime reports periodically to alert the community and maintain a list of crime alerts on their website. If a crime occurs in your academic office, classroom, or building, be sure to let your department chair know after you contact the police.

Campus Parking

<http://www2.tulane.edu/parking/>. Campus Parking is restricted to paid permit holders (metered spaces excepted) from M-F, 8:00am – 7:00pm. Zones for faculty, staff and student parking differ but faculty can park in all areas except “Restricted All Hours”

spaces. Permits and regulations are available from the Office of Public Safety. Faculty permits are \$615 (salary range under \$80,000) or \$650 (salary range \$80,000 or more) for the year, and prorated amounts apply when purchasing permits for less than a full year. The university offers two parking lots to which a shuttle service runs to assist employees with getting to their campus destination. The University Square parking lot, located at 200 Broadway Street, is free of charge (no parking permit required). The Rosen parking lot on Ben Weiner Drive at South Claiborne Avenue requires a parking permit purchase and a valid university identification card to enter the lot. All parkers at either lot location must have a valid university ID card on hand to ride the shuttles.

Tulane offers a variety of additional shuttle services to/from the Uptown campus, between the Uptown/Downtown campuses, and to grocery and other facilities.

Off-campus Parking is restricted to two hours only in residential areas (signs are visible in designated areas) within a three or four block area around campus. Beyond that point, parking is generally unrestricted, so parking and walking is a viable option.

Technology Services, Phone, Email and End User Support:

<http://www2.tulane.edu/tsweb/index.cfm>.

(865-5632, for immediate help with technologies in the classroom call 865-5001).

Technology Services' extensive website provides detailed information about most issues associated with technology, communication, and telephone service.

Telecommunications establishes phone service (installations/moves/changes), maintains voicemail accounts and can assist with international calling and conference calls.

<http://www2.tulane.edu/tsweb/services/telecommunications/index.cfm>. 865-5206.

E-Mail: Technology Services provides e-mail accounts to all Tulane faculty, staff, and students, running a Microsoft Exchange server. It is accessible via the web at <http://www2.tulane.edu/tsweb/>. Email accounts are automatically generated for incoming students and new faculty and staff through automated interfaces between the e-mail server, the Student Information System, and the Payroll system. Technology Services also runs a listserv server which hosts e-mail lists for faculty, staff, departments, and student organizations.

Please be aware of possible "phishing" scams. Tulane University Computer Support Personnel will never ask for your password or personal identification information in email. If there are any doubts on the legitimacy of an email received, delete the email, and contact the Help Desk at X8888 on the Uptown Campus, 8-8888 on the Health Sciences Center campus or off campus at 1-866-276-1428.

Equipment and Operation Support: Technology Services provides a variety of end user support including a walk-in laptop help desk, a call in help desk (dial X8888 on campus or 504-862-8888 or 866-276-1428 off campus 24/7). They also maintain links that provide free Virus protection via McAfee 8.5, free downloads of MS Office for university-owned computers (faculty and staff use), discounts on personal purchases of various software and Apple devices and patches, and assistance with a variety of

university computing issues. For additional information about available software for faculty's personal or university use, visit <http://www2.tulane.edu/tsweb/software/available-software.cfm>.

If presentation technology is not available in the classroom in which your class meets, contact Technology Services to reserve and set up equipment needed for a particular presentation. Technology Services maintains and repairs the hardware classroom equipped with presentation technology (in most cases), so they should be called in the case of a breakdown (865-5632).

Maintenance and Custodial Services:

Facilities Services <http://www2.tulane.edu/facilities/uptown/index.cfm>.

Tulane University's Facilities Services (FS) unit is responsible for maintaining the physical facilities of the university, including the entire outside envelopes of buildings (roof, walls, floors) and interior common spaces (halls, classrooms and bathrooms). If you have a building maintenance problem that is not especially urgent such as broken window blinds, loose doorknob or flickering lights, fill out an on-line service request at <http://servicewave.tulane.edu/home.html>. You will receive an acknowledgement and they will usually get to it in a week or so. If there is an urgent problem such as an overflowing toilet, roof leak, tripped circuit breaker or malfunctioning air conditioning or heating (HVAC), call the Facilities Services emergency line at 865-5445 and they will send someone right over to fix it. HVAC problems are first corrected electronically in the main plant, so if the temperature does not improve, call them back and they will then send a technician out to investigate a potentially stuck damper or malfunctioning thermostat. (Too hot – too cold complaints are frequent and FS will correct the problem if you let them know, but it may take a couple of calls - don't give up.) Larger maintenance problems should also be reported to departmental staff members – especially if FS has not responded.

Facilities Services is not responsible for cosmetic upgrades to faculty offices such as painting, furniture, new flooring or blinds. Typically the department (or the dean's office) must pay for those improvements. If the funding is approved, a "Work Order" is placed with FS and they come by and provide an estimate of the cost for them or an outside contractor to do the work. Once approved by the department chair, the work is done and FS is paid. Due to insurance requirements, all work done on campus must be scheduled through FS.

Custodial Services for our buildings are contracted by the university with independent firms on a competitive basis. The current contractor – UGL Services, maintains a central office in Caroline Richardson and staffs each building with one or more workers to clean the floors, empty the trash, and clean the bathrooms. If additional cleaning (rug shampooing or cleaning shelves) is needed, ask your departmental staff member to schedule it with UGL. In case of emergency, UGL can be contacted directly: <http://www2.tulane.edu/facilities/uptown/maintenance/custodial.cfm>

Tulane University Libraries: <http://tulane.edu/libraries/>

The library collections at Tulane contain more than 2.2 million volumes, 14,000 periodicals and 1.6 million government documents. Located in the center of the campus, the Howard-Tilton Memorial Library supports the university's undergraduate and graduate programs in the humanities, social sciences, and science and engineering. Its unique collections in areas such as Latin American studies, jazz and New Orleans history often draw researchers from around the globe. The Howard Tilton Library will undergo a major expansion project to add two new floors. Construction is scheduled for November 2012 – August 2014, during which the library will remain open but the entrance will be on Freret Street.

Other libraries and special collections on campus include a number of important archives in the Special Collections housed in Jones Hall and in the main Howard-Tilton Library: The William Ransom Hogan Jazz Archive is a renowned resource for New Orleans jazz research. The collection includes oral histories, recorded music, photographs and film, and sheet music and orchestrations. It also houses files of manuscripts, clippings and bibliographic references.

The Southeastern Architectural Archive in Jones Hall comprises the largest collection of architectural drawings and building records in the South. The collection focuses on the built environment of New Orleans and Louisiana.

The Louisiana Collection is a research library preserving publications (books, pamphlets and magazines) pertaining to all aspects of Louisiana from colonial times to the present, from anthropology to zoology.

The Manuscripts Library began in 1889 with the donation of a letter from Thomas Jefferson to M. duPlantier of New Orleans. Today the department is one of Louisiana's premier research archives.

While much of the Music and Media Collection is being restored following flooding related to Hurricane Katrina, a temporary space for the collection is being configured on the 4th floor of the Howard-Tilton Memorial Library. Listening stations and some initial replacement music and media collections will be available.

Rare Books in Jones Hall holds approximately 50,000 titles dating from a leaf of the Gutenberg Bible (ca.1456) to recent first editions. These works include a wide range of formats, from miniatures no larger than one inch high to volumes 40 inches tall.

Tulane University Archives in Jones Hall preserves the official records of Tulane University and information about Tulane. The archive holds over 3,600 linear feet of materials -- primarily documents, and more than 11,000 slides, 55,000 photographic negatives and more.

The Amistad Research Center in Tilton Memorial Hall began as the first archive documenting the modern civil rights movement. Today, the collection includes source materials related to the history of slavery, race relations, African American community

development and the civil rights movement. The center also is home to more than 800 works of African and African American art.

The Architecture Library in Richardson Memorial Hall houses standard reference materials in architecture, monographs on contemporary and historically eminent architects and their works, as well as information on landscape architecture, building technology, energy, ecology, preservation and city planning.

The Lillian A. and Robert L. Turchin Business Library in the Goldring/Woldenberg I building provides support for the teaching, learning, and research activities of the A.B. Freeman School of Business and assists with the business and management information needs of Tulane students and faculty.

The Latin American Library in Howard-Tilton Memorial Library Building is among the world's foremost collections in Latin American archaeology, anthropology, history, linguistics, art, architecture, film, women's studies, economics, and many other subject areas. The collection is comprised of more than 420,000 volumes and is one of the most comprehensive of its kind, including materials from the contact period to the present day.

The Law Library in Weinmann Hall supports the educational and research activities of the Tulane Law School. The library has a collection of approximately 400,000 volumes, including standard sources on U.S. federal and state laws, foreign, international, and comparative law, civil law and maritime materials.

The Alfred H. Clifford Mathematics Research Library in Gibson Hall serves the mathematics research needs of the Tulane and New Orleans communities.

The Rudolph Matas Medical Library downtown in the Health Sciences Center's School of Medicine building is the primary resource library of Tulane University School of Medicine and the School of Public Health and Tropical Medicine.

The Meade Natural History Library is located in Belle Chasse, Louisiana. The collection includes more than 700 journals in the aquatic and natural sciences. The collection is not regularly staffed; however, students and faculty can request specific items in this collection through the library's interlibrary loan office.

The Nadine Robbert Vorhoff Library and Newcomb Archives in Caroline Richardson Hall maintain the archives of Newcomb College and collects and preserves the records of organizations and individuals, photographs, scrapbooks, ephemera, oral histories and audiovisual materials.

US Mail, FedEx/UPS:

Mail Operations in Bruff Commons is where all US Mail is delivered and sorted for campus distribution. Delivery to departments has not resumed since 2006, so departmental staff members pick up and deliver campus and US mail to the office. Outgoing mail services are limited to stamped letters and mail accompanied by a

departmental payment form. Campus mail need only be addressed to individuals and their building and office number and can be sent in multi-use envelopes. See your departmental staff about sending US mail. UPS and FedEx both deliver and pick up from campus. There is a FedEx Office or FXO shipping location in the LBC. Outbound UPS packages may be shipped through the Mail Operations retail counter in Bruff Commons. Both FXO and UPS deliver to most departmental offices on campus. Visit <http://www2.tulane.edu/universityservices/fedex.cfm> for additional FXO information and services.

Food Services:

The Lavin-Bernick Center for University Life (LBC) has a number of dining options in the food court and generally is open from 7am – 8pm, M-F and 10am – 6pm S and S during the academic year. The LBC also houses the more upscale 1834 Club, a dining room with buffet service for faculty and their guests on the second floor. Other food concessions on campus include two PJ's coffee houses, the McAlister Market, Le Gourmet and Der Rathskeller. Furthermore, Bruff Commons offers a buffet meal service for a nominal fee. A faculty meal plan is available that offers convenience and modest discounts. For more information on food services see <https://tulanedining.sodexomyway.com/?index.html>

Immigration and Visa Issues:

The Office of International Students and Scholars (OISS) <http://cge.tulane.edu/oiss/>. OISS supports students in Newcomb- Tulane College, as well as faculty members in SLA and SSE. Associated with the Center for Global Education (<http://global.tulane.edu>) and the Office of Study Abroad), the office provides advising services with respect to immigration and visa matters; work permission; and cultural/personal orientations and acclimation to the Tulane and New Orleans communities. OISS offers services and programming that facilitate cross-cultural interaction and awareness. OISS also provides consulting services to hiring academic departments, and handles the immigration related aspects of the hiring process.

Green Card or Lawful Permanent Residency (LPR):

Tulane's General Counsel Office executes permanent residency applications. To view the Green Card application procedures and a listing of General Counsel's offered services versus OISS services relating to immigration and visa issues, visit: <http://www2.tulane.edu/counsel/upload/Policy-on-Foreign-Scholars.pdf>

International Travel:

General information about international travel is available at: <http://www2.tulane.edu/emergency/preparedness/international-travel.cfm>

Tulane has subscribed to the International SOS Assistance Program which provides all Tulane students, faculty, staff and administrators with international medical, security and travel assistance while traveling or working outside the USA on University business, with a University sponsored educational program or on other University related activities. The program is managed and administered by International SOS, the world's largest medical

and security assistance company, with more than 3,000 professionals in 24-hour Alarm Centers, international clinics and remote-site medical facilities across five continents. All Tulane faculty and staff are urged to sign up for this free service and register their trip before travelling abroad. **This is an assistance and referral program, NOT health insurance. You should determine how your health insurance applies to international care prior to departure.**

Notary Public: <http://www2.tulane.edu/counsel/notary.cfm>.

The General Counsel's office in 300 Gibson Hall also provides notary services from 9:00am – noon, M-F for Tulane faculty, students and staff members. Be sure to check their website because some restrictions apply. They cannot, for example, notarize real estate transactions.

Reily Center for University Life: <http://www.reilycenter.com/>

The Reily Center is an excellent athletic and recreation center available for use of all faculty, staff, students and alumni. All members must pay a fee for use. Currently, faculty rates are \$161 per semester, \$414 per year. Memberships for the entire immediate family are available for an additional \$75 a semester or \$180 per year and can be deducted monthly from your pay. Throughout the year, the Center offers special programs and classes ranging from triathlon training and mat Pilates to Cajun dancing and Red Cross training. The Reily Center has an indoor and outdoor pool, weight room, exercise equipment, and offers swim lessons, personal training, outdoor trips, specialty classes, and specialty fitness.

Health and Retirement Plans: The university offers health insurance plans to all full-time faculty and part-time faculty whose appointment is 50% or more of full time. Information about health, retirement and all the Tulane University benefits is available at the Workforce Management website: <http://www2.tulane.edu/wfmo/faculty/index.cfm>

Employee Assistance Program:

The university provides counseling and therapy services for faculty and staff experiencing stress or emotional difficulties through the Employee Assistance Program (EAP), operated by Horizen Health <http://www2.tulane.edu/wfmo/employee-support/employee-assistance-program.cfm>.

Referrals for Parents

Newcomb Child Care Center:

Childcare for faculty, staff and students is available through the Newcomb Child Care Center at 1305 Broadway, M-F from 7:30 am – 5:15 pm. As space allows, they accept children from 12 months – 5 years. You can contact the Center for pricing and details: 865-5326. <http://www2.tulane.edu/childdevelopmentctr/>

Public Schools:

Lusher School is a free Orleans Parish Charter School that provides a K-12 program at two sites quite close to the Tulane campus - 7315 Willow and 5424 Freret Streets. The school was chartered in 2005 and is run by Advocates for Arts Based Education, governed by a community-based board of directors. The school provides an arts-based high academic program, and it consistently ranks in the top 10 schools in Louisiana. Tulane University is a partner with Lusher Charter and a certain number of enrollment slots are set aside for employee's children. These slots are allocated according to a structure that is based on qualifying scores (the first 75%) and a general lottery (25%). Parents must live in Orleans Parish. For more information the Lusher School website is: <http://lusherschool.org>. For a list of frequently asked questions, see here <http://www2.tulane.edu/wfmo/loader.cfm?csModule=security/getfile&PageID=1854047>

The New Orleans Public School (NOPS) system has changed significantly since Hurricane Katrina flooded many buildings in 2005. In addition to the operating NOPS schools, there are a number of new charter schools (including Lusher) that are part of the public school system. These are independent public schools that receive a 5 year charter by the state to operate. The Recovery School District (RSD) was created by the Louisiana Legislature in 2003 to intervene in and turnaround low-performing schools across the state. By August 2005, five failing schools in New Orleans had been transformed into charter schools under the auspices of the RSD. In the wake of Hurricane Katrina and the subsequent flooding, the Legislature passed a measure to transfer more than 100 low-performing Orleans Parish schools to the RSD. As of the 2014-15 school year, the RSD oversees 57 charter schools operating in New Orleans under 24 different non-profit charter management organizations. While the complexity of the system may seem daunting, the New Orleans Parents Guide to Public Schools provides comprehensive and current information about New Orleans public schools. Updated annually by the New Orleans Parent Organizing Network in cooperation with the Recovery School District and New Orleans Public Schools, the guide includes detailed information about all aspects of public education on New Orleans, from finding a school through application and enrollment: <http://www.neworleansparentsguide.org/>

The Louisiana Department of Education website provides a comprehensive data center on schools in the state. <http://www.louisianabelieves.com/resources/library/data-center>. This website contains information on district composite reports and scores, graduation rates, test results, school report cards, performance scores dropout rates (2008-2011), and cohort dropout rates.

Tuition Waivers and Exchange for Employees and Dependents:

The Tuition Waiver Program entitles employees and/or their dependents to attend the university and receive exemption from payment of tuition, but not university fees, for credit courses they take. Employees can take classes at only Tulane University. Dependents can take classes at Tulane University or at one of the institutions listed in the Tuition Exchange Program. These benefits are contingent upon the university's admission guidelines.

Tulane participates in a Tuition Exchange Program with approximately 200 other schools for undergraduate dependent children's study. Tulane's continued participation in this

program depends upon maintenance of an overall balance between the number of students offered Tuition Exchange at Tulane and the number of Tulane dependents who receive Tuition Exchange scholarships at other schools. Because of the necessity of maintaining this balance, Tuition Exchange is not a guaranteed benefit. You can review the list of Participating Schools and access an application on Tulane's Office of Financial Aid website. For more information call (504) 865-5723 or see: <http://www2.tulane.edu/financialaid/grants/te.cfm>

Other University Offerings

Newcomb College Institute:

<http://www2.tulane.edu/newcomb/>

The Newcomb College Institute is located at 43 Newcomb Place in the former Newcomb Dean's residence. The institute is an interdisciplinary academic center designed to enhance women's education at Tulane University. Established in July 2006, the institute has supported undergraduate women and the Newcomb community by hosting events and speakers, funding student research projects, participating in community rebuilding, hosting symposia and international summits.

Newcomb Art Museum: <http://newcombartmuseum.tulane.edu/>

The Newcomb Art Museum is located in the Woldenberg Art Center on the Newcomb campus quad. It offers a changing exhibition program of art by national and internationally known artists, with particular strengths in 19th and 20th century decorative art and 20th and 21st century contemporary fine art. The gallery itself features stunning Tiffany studio windows in Woodward Way and over 3500 square feet of exhibition space. Opening receptions are exciting events and an associated lecture series features talks and gallery tours by scholars and artists within and outside the Tulane community. The gallery is open to the public and admission is free.

Carroll Gallery: <http://www.tulane.edu/carrollgallery/>

Carroll Gallery is located in the Studio Art wing of the Woldenberg Art Center. It features a changing schedule of student, faculty, and special exhibitions open to the public in a lovely sky-lit gallery. The annual holiday sale in December is a popular fundraiser for the Art department and features student and faculty work across disciplines.

University Radio Station WTUL: <http://www.wtulneworleans.com/>. WTUL is 91.5 on the FM dial and the studio is located in the LBC building. They broadcast a wide range of music programs, from Soul/Funk to Punk/Loud to Latin, World, Folk and Blues.

Movies, Lectures and Events on Campus:

<http://www2.tulane.edu/calendar/index.cfm>. Films are shown weekly on the big screen in McAlister Auditorium as part of Tulane University Campus Planning (TUCP), a student run organization that brings film, speakers and musical performances to campus. The schedule for all music, theater and dance performances, art openings, general lectures,

and presentations open to the campus community are listed on the University Calendar. The SLA website also lists a calendar of lectures and events presented by SLA dean's office, departments and interdisciplinary programs. <http://www2.tulane.edu/liberal-arts/events.cfm>

Faculty Mentoring

Tulane University is committed to encouraging and facilitating faculty mentoring at all stages of an individual's career. Mentoring fosters the professional growth of its mentors and mentees and facilitates effective communication and connectivity among those who participate in the process. Mentoring is both a formal and informal activity and can address all aspects of academic life, from approaches to achieving work life balance to advice about professional milestones that must be reached in order to advance through the ranks. In addition to one-on-one pairing of junior faculty with more senior faculty, faculty mentoring may include department social events, invitations to professional conferences, teaching and research collaborations, and developing individual career plans. Junior faculty members are encouraged to have a network of peers and more senior colleagues as mentors and advisors to get a complete overview of the requirements for academic success. The provost's website lists a variety of opportunities and resources available to faculty to assist with establishing supportive mentoring relationships.

<http://tulane.edu/provost/Faculty/mentoring/index.cfm> and

<http://www2.tulane.edu/provost/Faculty/mentoring/resources/mentoring-resources.cfm>

Successful faculty members have mentors who clarify expectations regarding teaching, research, and service responsibilities. New faculty should recognize the influential people in the department and seek their advice at different stages of their careers. New faculty members should request feedback on research and teaching activities and products and ask for suggestions for improvement. Different departments and professional societies have a variety of resources and guides to help junior faculty in their teaching and research. New faculty members should ask colleagues if they know of opportunities within the department and at Tulane to help with teaching strategies, research, and other professional development issues. Below are some general tips from the SLA dean's office. New faculty members should consult with their department colleagues for more specific tips.

Teaching Tips for New Faculty

- Understand what courses you are required to teach and how much student advising your department expects of you
- Feel free to talk to your chair about courses you think would benefit the department
- Look at other syllabi to see how your colleagues have organized their courses
- Develop clear, rational, and well organized syllabi that are SACs compliant
- Create syllabi that provide students with all the information they need, including grading scale, requirements, course objectives, information about the honor code, and how to cite sources. For more information about what content should be on

your syllabus, see the SLA Curriculum Committee, Course Approval Form (<http://www2.tulane.edu/liberal-arts/forms-for-faculty.cfm>)

- Be very clear how you will evaluate student work, how students should cite sources, and what actions constitute violations of the honor code
- Get to know your students' names and learn to connect personally with them
- Make yourself available to talk with students about their questions and academic issues
- Learn to engage your students in the classroom using different strategies (for more information, see the CELT website and consider attending CELT workshops on teaching, engaged learning, and related subjects to aid faculty in developing their teaching. <http://www2.tulane.edu/celt/classroom.cfm>)
- Seek frequent feedback on your teaching and course management from students
- Be aware that you will spend a great deal of time and energy the first time you teach a course
- Do not spend huge amounts of time redesigning the same course each semester

Research Tips for New Faculty

- Establish a clear agenda, a consistent schedule, and make steady progress toward achieving your research goals
- Be clear about your short-, mid-, and long-range goals for scholarly products.
- Write down your goals and develop a plan of action with clear doable steps/tasks that are tied to a timeline and set of deliverables
- Review and check your progress every month
- Schedule a specific time for research/writing every week and stick to it
- Reassess priorities if you are not achieving your goals
- Understand what published scholarly work and creative activity “counts” in your discipline for making tenure: e.g., Past publications and creative work? Books? Articles? Textbooks? Book reviews? Encyclopedia entries? Publishing dissertation as a book? Single-authored vs. multiple-authored publications?
- Be aware that publishers take a long time to make decisions and may require revisions. As such, you should not assume that your articles or book will be accepted quickly
- Pursue multiple authorships but make sure that you establish an independent professional identity through single-authored publications
- Be sure to let senior colleagues know when you publish
- Don't waste time on research activities and writing that will not count toward tenure
- Be aware that for your book to count for tenure it must be in press with all revisions completed
- Focus on an area of research and become an expert in that area. Publish continuously in your area of expertise
- Learn to write grants to support research and teaching activities
- If your papers and book/grant proposals are not accepted, always revise and resubmit as soon as possible. Be persistent and tenacious

Service Tips for New Faculty

- Newly hired assistant professors are neither required nor expected to serve on university or SLA committees
- After you pass third-year review, it is assumed that you will serve on at least one university and/or SLA committee
- Departments have different service expectations and you should find out what service work your department expects of you
- Be a team member in your department. Pitch in when necessary and be dedicated to your department and Tulane University
- Don't hesitate to become involved in university committees that will open doors for your career (but limit the number to ensure you preserve time for your research)
- Attending SLA Faculty Meetings is great way to learn about SLA and Tulane, and meet others outside of your department and "professional world"
- Become involved with professional organization leadership opportunities, such as holding an office in your discipline's professional organization. You can make contacts that will carry you throughout your career

Teaching and Administration

Administration Structure and Authority: <http://tulane.edu/about/leadership-and-administration>. Tulane University is a private, not-for-profit entity governed by its Board of Directors. In addition to the president, the upper administration is composed of several senior vice presidents and a provost. Within academic affairs, the next administrative step below the provost is the dean. Every school is headed by its own dean, and these include Liberal Arts, Science and Engineering; the professional schools of Medicine, Law, Business, Architecture, Social Work and Continuing Studies. There are also deans of Students, Libraries and Newcomb-Tulane College.

The SLA dean oversees the recruiting, hiring, and promotion of all faculty and staff in the 16 departments and 17 programs that make up the school. She is responsible for financial management, fund raising, strategic planning, advocacy, conflict resolution, and upholding the constitution of the school. With the recommendations of individual departments, the dean appoints department chairs to three-year renewable terms. The department chair is responsible for faculty teaching assignments and for communicating faculty needs and concerns to the dean, as well as communicating information from the upper administration back to each member of his or her faculty. Department chairs oversee the departmental budget, administer the operations of the departmental office, certify students for graduation, appoint faculty to departmental committees, and respond to daily inquiries from faculty and students. In general, when a faculty member has a question or problem, he or she should first consult the department chair. In many cases, the chair can solve it or suggest options to pursue. Normally, the chair is the appropriate faculty advocate and conduit to the dean. When you feel you do need to speak directly with the dean, the door is always open. Please contact Assistant Dean Tara Hamburg to schedule an appointment (tara@tulane.edu)

Academic Structure at Tulane:

As a private university with a unique history, the administrative structure of the academic degree programs has evolved through a number of steps to its current structure. Since the restructuring in 2005, all undergraduate students apply to the Undergraduate Admission Office and are accepted into the Newcomb-Tulane College. The college is headed by a dean (James MacLaren) and oversees all academic services to undergraduates, including advising, study abroad, the Honors Program, general degree requirements, career services, and honor code violations. Undergraduate students should contact the college for assistance with administrative or curricular problems. The college technically has no faculty, as they belong to the various schools. SLA and SSE have faculty, but technically no undergraduate students. Undergraduate students may take courses across schools and elect a major in the School of Liberal Arts (SLA), the School of Science and Engineering (SSE), the Freeman School of Business, the School of Architecture, or the School of Public Health and Tropical Medicine. Within each school are a number of departments and interdisciplinary programs, each offering specific degrees. The programs affiliated with SLA range from small programs closely allied to and largely staffed from one or two departments, like Russian or Brazilian Studies; to large programs like Latin American Studies (The Stone Center), which is largely financially self-sufficient, and maintains affiliations with many departments, reporting to SLA primarily on curricular matters.

The graduate programs are administered through each school. The Office of Graduate Studies in SLA is responsible for admissions, records, stipend allocation, curricular changes, and other administrative duties associated with the MA, MFA and PhD programs offered through the school's departments. For more information, see <http://www2.tulane.edu/liberal-arts/graduate.cfm>

The provost's website details the academic organizational structure of the university: <http://www2.tulane.edu/provost/schools-and-units.cfm>

Teaching Assignments and Opportunities:

The standard teaching load for tenure track faculty is 2 courses each fall and spring semester (or 6 – 8 credit hours) or 3 courses for professors of practice, lecturers and visiting faculty (9 – 12) credit hours. Courses with student enrollments of fewer than 6 undergraduates or 4 graduate students are normally not considered as counting towards the teaching load. In circumstances of under enrolled courses, the class may be cancelled and the faculty member may be required to teach a different course or an additional course the following semester.

Teaching releases are sometimes provided for administrative assignments or unique professional circumstances. The department chair is responsible for assigning faculty to teach specific courses. New courses may be developed and offered in consultation with the department chair and submission to and with the approval of the SLA Undergraduate Curriculum Committee. For more information about Curriculum Committee operating procedures and course approval guidelines and rules, see <http://www2.tulane.edu/liberal-arts/upload/Curriculum-Ops-and-Pro.pdf>. Course schedules must be submitted by each

department to the Office of the University Registrar quite early in the semester for the following term, usually September and February.

Service Learning Courses:

Faculty members are encouraged to develop or modify courses to include a service learning component. Students are now required to complete two courses with public service components before graduation, one course at the 100 – 300 level prior to the end of their 4th semester, and one at or above the 300 by their final semester.

The Center for Public Service (CPS) <http://www2.tulane.edu/cps/faculty/index.cfm> was created as part of the university restructuring in 2006 to assist faculty in developing and implementing courses that combine academic inquiry with civic engagement. CPS develops and maintains contacts with community partners and offers guidance for faculty and transportation for students. These courses provide services to select community partners as part of the structure and design of the class. To qualify, each class must include 20 hours of community contact time. New course proposals must be approved by the CPS and the SLA Curriculum Committee. Your department chair and the CPS can provide more information and guidance.

TIDES Courses:

In addition to the regular teaching load, faculty may elect to teach one or more additional courses through the Summer School or the TIDES program. Summer school is currently run through the School of Continuing Studies and a limited number of classes are funded in each SLA department. These classes typically run five days a week for four weeks in one of two sessions in June and July. The summer salary pay scale is currently 10% of regular salary. Speak with your department chair if you are interested. Tulane Interdisciplinary Experiential Seminars (TIDES) is a program developed to provide freshmen with a unique educational experience in a small group seminar format that introduces them to the city and helps them develop relationships with their peers and faculty. The courses may be team taught and often include field trips, guest lectures, films and other special events. TIDES are one-credit courses and meet for 75 minutes a week for 10 weeks. The courses are taught in addition to a normal teaching load and pay an additional \$3,000 per class, or \$2,000 per person if team taught.

<http://www2.tulane.edu/college/tides/about/>

Honors Courses:

The Newcomb-Tulane College Honors Program includes entering freshmen and continuing upperclassmen with distinguished academic records. To graduate with Honors, students are obligated to take a minimum number of specially designated Honors courses, maintain their GPA, and successfully complete an honors project their senior year. Honors courses, which are taught only by full-time faculty members or distinguished visitors, have a maximum enrollment of 20 students. The emphasis in these courses is on class discussion. Some Honors classes are special sections of traditional courses, such as English Composition, while others are special seminars offered by departments. The Honors Program itself offers a number of interdisciplinary colloquia that have been specifically designed for the program. Honors sections and courses are not intended to be more difficult, but they do seek to treat the subject matter in greater

depth and with more sophistication than is possible in ordinary sections or courses. Faculty may elect to offer an honors section of one of their courses or develop a new Honors course or colloquium. Consult your department chair and Honors Program Director Tom Luongo for more information.

<http://honors.tulane.edu/web/default.asp?id=TheHonorsProgram>

Teaching Resources and Materials:

Roughly 80% of the SLA general pool classrooms are equipped with a standard built-in package of presentation technology including CD and data projection, computer with Ethernet connection, and microphone and speakers controlled from a lectern. The Registrar schedules classes in equipped rooms on the basis of greatest need, so alert your department chair about your needs for presentation technology. Technology Services will set up projectors and laptops at no charge when needed for occasional use. In Newcomb Hall, the Language Learning Center has projectors and monitors to lend for classroom use in Newcomb Hall.

Tulane Technology Services (<http://www2.tulane.edu/tsweb/index.cfm>) runs the Faculty Technology Lab (FTL) in the Howard-Tilton Library. The **Faculty Technology Lab** is the collection of academic technology support services offered by Technology Services. The FTL is a coordinated effort of Innovative Technology and Support Services and Instructional Media and Learning Spaces staff. The group focuses is on teaching, learning, scholarship and information sharing and offers a variety of technology equipment and services to support the academic goals of Tulane faculty and staff. For more information on any of the services listed below, please call **504-862-8594**.

FTL initiatives and services include:

- [myTulane/Blackboard](#) academic and community support
- The [Faculty Symposium on Digital Trends](#)
- Instructor Training Workshops and one-on-one instruction
- Walk-in support for instructor scanning and digital document creation
- Consulting on audio and video digitization and delivery
- Consulting on presentation and course delivery technologies
- Consulting on integrating Web 2.0 technologies into instruction
- Web-based course supplement creation

The Language Learning Center at 402 Newcomb Hall provides support for faculty and students in foreign language study, recording and presentation. They have a small lab and support staff as well as computer lab and technology-enhanced classrooms.

<http://www.tulane.edu/~llc/>.

Tulane University's Center for Engaged Learning and Teaching (CELT) provides theoretical and applied resources, tools and direction to the university community to realize the goal of engaged learning at Tulane. CELT is committed to facilitate the transformation of our students into creative, inquisitive, ethical, and responsible scholars and citizens of the world. <http://www2.tulane.edu/celt/about-celt.cfm>. CELT has four core areas: Classroom Engagement, Research Engagement, Experiential Engagement and Social Innovation Engagement. Each core area offers varied opportunities and programs for faculty to develop skills, share techniques and learn about best practices in engaged

learning – learning in which students are active and responsible participants in their own learning process. Located in 310 Richardson Hall, CELT encourages student participation with the Student Fellows Program and events directed at students to assist with research, mentoring and social entrepreneurship. Faculty are encouraged to attend a range of teaching-based programming, learn about resources and apply for Classroom Enhancement Grants.

Course Syllabi, My Tulane / Blackboard, Texts and Reserve Materials:

Course syllabi must be provided for each course and conform to the Southern Association of Colleges and Schools (SACS) standard, which requires that measurable learning outcomes and methods of assessment are included for the course and reflect the stated program (degree) learning outcomes, which your department chair can provide. Measurable outcomes are best indicated by action verbs like define, list, identify and analyze, rather than more general terms like learn or understand which are not directly measurable. The methods of assessment are typically graded papers, exams, oral presentations, finished artwork or recitals. Adequate specificity should be provided about grading criteria. Examples and resource material for syllabi are available at the SLA website under *Faculty Resources / Assessment*.
<http://www2.tulane.edu/liberal-arts/assessment.cfm>

The website of the University Registrar is a useful resource for course planning as it provides academic term calendars listing all the university holidays. Also listed is the schedule for the end-of-term study period and final exam period for the university. All courses must schedule a meeting for the final exam, project presentation, critique or equivalent at the designated time period.
<http://www.tulane.edu/~registra/index.shtml>

Class Absence Policy for Students:

There is no single absence policy for students for the School of Liberal Arts. Faculty have the option to establish attendance requirements for their course as they see the need; however all such policies must be clearly stated in the course syllabus with specified consequences for excess absences. Absence report forms are available at the Academic Advising Center in 102 Richardson Hall, and they can be reached at 865-5798. The center provides academic advising services for undergraduate students and forms pertaining to undergraduate academic actions.

My Tulane/Blackboard/Canvas:

All faculty members are provided with secure access to the My Tulane / Blackboard site, which is a very useful and important way to provide materials to and communicate with your students. Students can log on and read and respond to the material posted there. Each course syllabus must be posted on the Blackboard site for that class, and the department office also needs a copy of the syllabus for each course you teach. Blackboard makes it easy to provide copies of printed material to all your students without making paper copies and physically distributing them. Electronic files can be directly uploaded to Blackboard and posted for general use. Given our university's geographical location, evacuations of all students and faculty due to hurricanes are

unfortunately a possibility in the fall semester. Faculty members are strongly encouraged to have sufficient course materials (readings, reference links, workbooks, study guides) posted on the Blackboard site to allow their students to continue course work in case they are evacuated for a week or more. Faculty should instruct students to log onto the site and may communicate lessons remotely as circumstances allow.

Since 2015, Tulane University has been piloting the Canvas Learning Management System as a possible replacement for Blackboard. In May 2016, Tulane announced the start of a year-long transition from Blackboard to Canvas. During the Fall 2016 term, Tulane will operate Blackboard and Canvas simultaneously with the goal of having all users in Canvas by the start of the Spring 2017 term. Blackboard will be available for the entire academic year, but everyone is encouraged to use Canvas during the Spring 2017 term. <https://guide.tulane.edu/home/canvas-lms/>. You can contact the Academic Technology team directly at courses@tulane.edu for training and support.

Here is the official Transition Timeline:

- July 31st – Course transition begins – Canvas will copy all 2015-2016 academic year courses over.
- Fall 2016 – Canvas is available for all courses across all campuses. Blackboard will still be active.
- Spring 2017 – Canvas will be the LMS of record for the University. Blackboard will be available for archival purposes.
- July 1, 2017 – Blackboard will become unavailable.

Grading and Exams

Incomplete Grades: An incomplete (“I”) grade may be given at the discretion of the instructor, provided required work is still outstanding. The deadline for resolving “I” grades will be announced each semester by the university registrar. After this date, any incomplete grade is recorded as a failure (“F”). When discussing an “I” with a student, please explain that he/she is responsible for meeting the deadline. “I” grades are recorded permanently with the final grade on the official report. An extension of the deadline for clearing “I” grades must be requested by the student in writing from either associate dean: Andrew Martinez or Molly Travis and must have the approval of the instructor. Forms for requesting extensions of time to resolve “I” grades are available in the Academic Advising Center. Extensions are approved only when a student has made an attempt to complete the missing work within the original 30-day period but, in the view of the instructor and the dean, has been prevented from completing the work by some special circumstance beyond his/her control. Extensions must be approved before the 30-day deadline expires; they seldom are approved retroactively.

Final Exams: Any student who is absent from a final examination will be given permission to take a make-up examination only if an acceptable excuse is presented to an associate dean in Newcomb-Tulane College before the exam or within 24 hours after the exam. A student whose absence is excused should be assigned an incomplete “I” grade and given a make-up examination. A student whose absence from a final examination is not excused is to be given an “F” in the course. Final exams must be given at the time

stated on the registrar's page, and not at other times such as the last week of class or the study period.

Other Options for Teaching Materials:

If you prefer paper copies of course materials, the FedEx Office store in the LBC can prepare course packets of photocopied material that students can purchase at the bookstore in the LBC. <http://www2.tulane.edu/universityservices/fedex.cfm>

Of course the Tulane Bookstore (operated by Barnes and Noble) can order course textbooks and have them available for sale for students. They do require a significant lead time and urge you to submit your requests by the middle of the prior semester. Students have a difficult time re-selling their texts to the bookstore if faculty have not requested the book be used for the following semester, so students appreciate faculty submitting their orders early as well. The request / order forms are at their website. <http://tulane.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=13559&catalogId=10001&langId=-1>

Books may be put on reserve for class use at the Howard-Tilton Library. Users can locate reserve items via the library's homepage using either the professor's name or the course number. All other reserve materials should be scanned and uploaded to the course Blackboard site.

On-Line Course Evaluations:

At the end of each semester students are requested to evaluate each of their courses. The one-page form is filled out and submitted through an on-line link in My Tulane / Blackboard. An email is sent to all students by the Provost's Office alerting them, and a week or so later they receive another e-mail with the direct link to evaluate each course in which they are enrolled. Students have only about a week to fill out the form before the link is deactivated. It is important for faculty to remind them to complete the anonymous evaluations, and it is recommended that, if possible, faculty set aside time during the class period and require students to log on through laptop or other computers and complete the questionnaire. The data from these evaluations is particularly important for faculty to document their success in teaching. Faculty can view and save the results of the evaluations on their Blackboard site once the data is released for viewing.

Students Experiencing Academic or Personal Difficulties:

The Newcomb-Tulane College (NTC) Dean's Office and Academic Advising Center are responsible for student advising, support, crisis intervention and academic honor code violations. They care for the academic life of students. If you have a student whose work suddenly declines, who stops coming to class, requests to be excused for many absences due for vague medical reasons or appears seriously troubled, contact Associate Dean Andrew Martinez (martinez@tulane.edu). He will look into the situation, contact the student and refer him or her to the appropriate offices for help. If you suspect an undergraduate student has violated the academic honor code – cheated on a test or plagiarized a source in a paper, contact Associate Dean Molly Travis (matravis@tulane.edu). She is responsible for investigating and, when appropriate,

convening a meeting of the NTC Honor Board panel to hear the case and make a judgment.

Tulane has been undergoing a process of reorganizing and expanding student tutoring, mental health, and wellness services. Tutoring and writing services can now be found in the Tutoring Center (865-5103), <http://www2.tulane.edu/advising/tasc/scheduleappointments/tutoring-writing.cfm>, located in Mechanical Engineering building. The Goldman Office of Disability Services (<https://www2.tulane.edu/studentaffairs/support/accessibility/>) provides accommodations for medical, learning, and psychiatric disabilities. The Student Health Center offers mental health services under the CAPS program (314-2277). <https://www2.tulane.edu/health/caps/>

Counseling and Psychological Services (CAPS) Counseling and Psychological Services (CAPS), a division of Campus Health Services, offers interdisciplinary, comprehensive therapeutic services and outreach and prevention programs for the Tulane community. CAPS provides telephone and in person assistance to faculty with concerns about distressed students. Visit the CAPS website for detailed information on its services: <https://www2.tulane.edu/health/caps/> or reach CAPS at (504) 314-2277.

Annual Faculty Reporting and Evaluation with Digital Measures

Tenure track faculty and PoPs are required to complete an annual report of their professional activities. In concert with the department chair's annual report to the Dean, faculty will be asked by the chair to complete their report on the Digital Measures software program (<https://www.digitalmeasures.com/>) by a specific date, usually early January. It is important to have your report and an updated CV be as complete and accurate as possible as these materials will be used for evaluating faculty productivity and performance for salary merit raises. Digital Measures allows users to input data at any time and it will be saved and show on the appropriate dates selected. Note that not all fields need to be filled out on DM, just the ones relevant to SLA faculty activity which we highlighted in yellow on the screen shot on our website, within each topic, only the subheadings are marked with an asterisk need to be filled out. See SLA website on assessment <http://www2.tulane.edu/liberal-arts/assessment.cfm>.

The data in Digital Measures can be printed out in CV form or as an annual report for a particular year. As you input data and you want to check what you have done just shift to "Run Custom Reports" select "Faculty Annual Report School of Liberal Arts", select dates – 2014, 2015, 2016, etc. and format and click on "Build Report"

"Yearly Data" is input by the Associate Provost. You can and should edit what is there for tenure status etc. but not add years. He will be bringing all the reports up to date each year.

The "Courses Taught" heading is automatically populated by Student Information Systems, so you don't need to do that. However you should open them and edit the listings as necessary to reflect course development efforts, new materials, etc. It is possible to copy a body of text into the pasteboard feature, and then highlight sections

and drag them into the specific lines of the form. This can be a time saver if you already have data in a CV or other document.

One can add data for future or past research and it will remain in the database but not print out in the 2016 annual report. This can be a useful way to avoid forgetting some accomplishment. Input the article / book / show as soon as you complete it even if it is not published or final until some future year.

The speed with which the screen refreshes varies. Just like some other web sites, working at off peak periods is generally better. If the program seems to run slowly, that may be why.

Data input is a bit tedious but straightforward. If you have your information together you might allow two hours for input.

The program will logout if 90 minutes pass without something being saved. After filling out each page be sure to press "Save and Return"

When you view or print out your report, double check to be sure the dates you are selecting are correct (2016)

Prohibition on Honoraria for Tulane Employees

An honorarium is a one-time gratuitous payment given to a (professional) person outside the Tulane University community for recognition or services provided in a usual academic activity for which fees are not required and do not require contract agreements to be negotiated or formalized. Honoraria payments cannot be paid to Tulane University employees. This means that chairs and faculty are prohibited from offering an honorarium or lecture fee to a Tulane faculty member to give a guest lecture in a Tulane class. Honorarium payments can only be offered to non-Tulane guest speakers who are invited to address a class, participate in a presentation, or provide a lecture on a one-time basis.

Research and Funding Opportunities

Departmental Special Funds:

Some departments offer funds from dedicated endowed accounts or other sources to cover certain research expenses and travel. Contact your department chair to see if your department has special funds for research.

School of Liberal Arts, Dean's Office

For a complete list of all SLA current support opportunities and application procedures, see our website listing: <http://www2.tulane.edu/liberal-arts/funding-opportunities.cfm>. Some of the most important are as follows.

Annual Travel Funds:

The SLA dean's office provides annual funds for all regular faculty members to assist with travel required for their professional interaction and development. Currently (2013) all tenure track faculty members are provided with \$600, with an additional supplement of \$400 for faculty who do not have other departmental or endowed sources of travel funds available to them. Faculty should retain and submit original travel receipts including boarding passes to their departmental staff member to be reimbursed for their expenses.

Tenure-Track International Conference Fund

This fund will augment monies received from the Provost for international travel or other center-supported funds. To be considered for these funds, faculty must be giving a paper at an international conference. **The maximum that can be requested is \$1000.**

Individuals should submit a request to the Dean's Office in triplicate that includes the following:

1. The requests made to the Provost and other Centers, as well as requested support from the department.
2. The amount of money received from these areas.
3. The impact of the conference on their scholarly or creative work.
4. A clear budget that includes air fare, hotel stay, registration and per diem foreign rates. See:

https://aoprals.state.gov/content.asp?content_id=184&menu_id=78&menu_id=81

5. A C.V.

By receiving this money, recipients will be expected to write a report on the use and impact of the funds. Although there is no single application time, the money will be allocated for international conferences on a first-come, first served basis.

PoP International Conference Fund

This fund will support PoP travel to conferences. It will give first priority to those who are giving papers at international meetings; second priority is given to those who are giving papers at national conferences. **The maximum that can be requested is \$1000.**

Individuals should submit a request to the dean's office in triplicate that includes the following:

1. The impact of the conference on their scholarly or creative work.
2. A clear budget that includes airfare, hotel stay, registration and per diem. For foreign rates, see

https://aoprals.state.gov/content.asp?content_id=184&menu_id=78&menu_id=81.

For national rates see: <http://www.gsa.gov/portal/category/21287>.

3. A C.V.

By receiving this money, recipients will be expected to write a report on the use and impact of the funds. Although there is no single application time, the money will be allocated for international conferences on a first-come, first served basis.

Center for Scholars:

In order to enhance the intellectual climate on campus, the Center for Scholars provides funds to support a lecture given by a non-Tulanian scholar. The lecture should attract a

broad audience beyond a single class. To apply, faculty should submit 6 copies of the request to the Executive Committee. The request should include:

- Name and c.v. of individual
- Title and description of talk
- Date, time, and place for talk
- Audience, in terms of approximate number and composition
- Other funding sources
- Support by the department chair

Applications cannot be made to the Center for Scholars and the New Orleans Center for the Gulf South. If more than one speaker is planned, this must be explained. All conference requests or symposia should be sent to the New Orleans Center for the Gulf South. The funding rates have been set by the Executive Committee. They can be found at: <http://tulane.edu/liberal-arts/upload/funding-rates-center-for-scholars-07-12.pdf>. Additional support for increased honorarium and other items should be sought from other sources.

Funding requests will not be received from an individual but through the department, whether with the endorsement of a chair or committee. Chairs should prioritize talks, as the Center cannot fund an endless number of requests from the same department. These requests should be sent to the Executive Committee as a group three times a year:

- September 1
- November 1
- February 22

Please note, however, that funds are limited, and may be used up entirely before the final funding round. Departments are encouraged to submit the entire year's request at the earliest possible funding deadline.

New Orleans Center for the Gulf South:

<http://www2.tulane.edu/liberal-arts/NOCGS/index.cfm>

The Center is housed in Newcomb Hall suite 108 and dedicated to preserving and perpetuating the rich culture and history of the Central Gulf South and a platform for interdisciplinary work on this region's unique history, identity, and culture. The mission rests on three pillars: research, teaching, and community engagement. Through partnerships with community, national, and international institutions, the Center will integrate research and curriculum on the Gulf South into broader programming such that the region's culture will remain vibrant for future generations.

Monroe Fellowship Grants. The New Orleans Center for the Gulf South offers research and professional grants to faculty, including Monroe Fellowship Grants that aim to promote research on the Gulf South. Each award runs for twelve months and can be for as much as \$10,000. Grant funds can be used to support individual research activities. These include (but are not limited to) travel to collections, the purchase of essential materials or equipment for research projects, and hiring research assistants. Typically three or four of these grants are awarded every semester. The next deadline will be November 1, 2016, followed by March 9, 2017.

Global South Research Grants. The New Orleans Center for the Gulf South also offers grants to scholars in the arts, humanities, and social sciences for research projects focusing on the Gulf South as it intersects with the study of the Global South. Between ten and twelve fellowships will be awarded annually, with a maximum grant of \$3,000.00. The fellowship should be used as a travel grant to the region for archival research and/or fieldwork, or it can be used to defray expenses while in the area. Awardees will be required to submit a final report that includes an accounting of expenses and a web-ready summary of the project including pictures and short personal bio. The next deadline will be Thursday, March 23, 2017. This grant is on an annual cycle, and the following deadline will be in March 2018. Fellows based in New Orleans and within 1-2 hours driving distance should expect to be called on once to serve on the selection committee that awards grants to future applicants.

Georges Lurcy Grants:

SLA faculty can use Lurcy Grants to help support individual faculty travel to research collections or to help pay for the costs of purchasing essential materials for faculty research.

To apply, a faculty member must submit **six** copies of the proposal including a 2-4 page narrative, a budget, a curriculum vitae, and a list of current and pending support from all external and internal funding sources. Before a Lurcy grant proposal will be considered for international travel, faculty must first apply for COR Funds for Faculty International Travel via the Provost's Office. While there is no limit on the requested budget, the approved funding allocations will reflect the number of requests SLA receives and the money the school has to divide. If a budget is so large that the SLA Executive Committee cannot understand how an allocation of \$2,000-\$3,000 would support the completion of your work, then the Committee will not fund it; thus, explain in your funding proposal how such an allocation will support your work. Lurcy grant requests are due in early March. Faculty should use the funds provided by the grant by end of the June of the following calendar year from the receipt of the award. Lurcy grants cannot fund the work of graduate assistants or undergraduates.

Undergraduate/Faculty Lurcy Grants:

Faculty can also apply for Undergraduate/Faculty Lurcy Grants through Newcomb-Tulane College (NTC) to help fund undergraduate students' semester-long research or a special project under the direction of a faculty member. Grants in the range of \$200 to \$1,500 will cover the purchase of research materials and resources, and provide support for travel and access to special collections or libraries. Faculty can also use funds for conference expenses, laboratory supplies, performance-related expenses, art supplies, and other expenses directly incurred by project research. To be eligible, students must register for a regular or special course (such as an honors thesis, independent study, or special-projects course) that directly relates to the funded research. Applications for these Lurcy grants are due in the NTC Office of Co-curricular Programs, 204 Robert C. Cudd Hall. Applications must include a statement of purpose, budget, schedule, and a letter of recommendation. Contact the Office of Co-curricular Programs with any questions: call 504-865-5728 / e-mail donuts@tulane.edu.

SLA Faculty Awards:

The School of Liberal Arts is pleased to offer three faculty awards that are given on an annual basis:

- Outstanding research or creative activities award
- Outstanding teaching award
- Outstanding service award

Each of these awards is open to all SLA faculty members except visitors and adjuncts and carries with it a \$2500 prize. Nominations in each of these categories should include an explanation of the individual's exceptional contributions as well as a C.V. They should be sent in electronic form to Dean Carole Haber at chaber@tulane.edu. The deadline for all nominations is April 1st.

Provost's Office Support

A number of funding opportunities are available through the Provost. See the website for full details: <http://www2.tulane.edu/provost/>. Several important examples are as follows:

COR Summer Fellowship: The Committee on Research, in cooperation with the Provost's Office, provides up to \$10,000 in summer fellowships to support summer research activities. Faculty may use funds for research expenses, equipment, and living costs to travel to research sites. Faculty members are strongly encouraged to use their summer period to undertake research that would help them submit competitive proposals for external funding. See the following link for more information on evaluation criteria, budget guidelines, and other information: <http://www2.tulane.edu/provost/cor-summer-fellowships.cfm>

COR Funds for Faculty International Travel: In cooperation with the University Senate Committee on Research, the Provost's Office provides funds to supplement faculty to travel to international meetings, conferences, presentations and exhibitions. The maximum award is \$1,000, and there are three application periods per year. All funding requests for travel must be approved prior to the trip. See <http://www2.tulane.edu/provost/Faculty/faculty-travel.cfm> for more information.

Undergraduate Activities Fund: The Provost's Office allots each class up to \$150 for an activity to encourage faculty-student interactions outside of the normal classroom setting. The goal of this initiative is to generate extra-curricular social events with faculty and students, and enhance the opportunity for faculty and students to have a meaningful social interaction. Some examples can include: a salsa dance lesson for a Spanish class; a swamp tour for an ecology class; or a field trip to examine local architecture for a design class. Faculty should submit original, detailed receipts to the Provost's Office along with a completed reimbursement form, available on the Provost's website at <http://www2.tulane.edu/provost/activities-fund.cfm>.

Newcomb College Institute's Newcomb Fellows Grants:

The Newcomb College Institute offers grants for "Newcomb Fellows" to support the higher education of women through faculty-student interaction and research. The

Newcomb Fellows is a voluntary association of faculty from all undergraduate colleges of Tulane University. A faculty member (full-time tenured/tenure-track, visiting, post-doc teaching fellow or professor of practice) who is teaching in any of the undergraduate schools of Tulane University can apply to become a Newcomb Fellow. Newcomb Fellows grants are funded for a variety of research and scholastic projects that contribute to faculty/student interaction and collaboration and have academic merit.

To learn more about the Newcomb Fellows, click on the “Information for Faculty” link at the Newcomb College Institute, Fellows/Fellowships home page <http://www2.tulane.edu/newcomb/>

Center for Engaged Learning and Teaching (CELT)

CELT offers the Fund for Faculty/Student Scholarly and Artistic Engagement (formerly The Provost’s Fund for Faculty/Student Scholarly and Artistic Engagement). This fund supports projects that promote scholarly, artistic, and intellectual relationships between faculty and undergraduate students. Funds may also be used to purchase hardware such as a laptop computer, other equipment or supplies that support specific student/faculty research collaborations or equipment that supports a musical performance or artistic or theatrical production. Student participants must be enrolled in either Newcomb-Tulane College or the School of Continuing Studies. Faculty members must submit the proposal, including a two-page narrative and rationale for both the project and a budget, as well as their own two-page curriculum vitae. Awards are limited to a maximum of \$2,000 each. <http://www2.tulane.edu/celt/research/upload/CELT-Fund-Reimbursement-2.pdf>

Sponsored Projects Administration (SPA)

The Sponsored Projects Administration (SPA) provides information to assist scholars in developing grant proposals to federal funders and pursuing external funding to support research and teaching. Sponsored Projects Administration’s web page - <http://www2.tulane.edu/asvpr/ora/index.cfm> - has links to federal agencies, investigator’s manual, forms, Federal Regulations, Tulane policies, and Grant Forward, an individualized funding search engine (<http://www.grantforward.com/index>). Faculty can search Grant Forward for opportunities in every field from many types of sponsors: federal, foundations, corporations, other organizations. Faculty should set up an individual account to save searches or receive alerts to new opportunities. Faculty can also search for and download application packages for federal funding (<http://www.grants.gov/>).

SPA also provides assistance with proposal preparation. SPA can provide assistance with the non-technical aspects of proposal development; budget development– calculate salaries, fringe benefit rates, indirect costs, etc.; interpret sponsor proposal guidelines; provide guidance for electronic proposal submission; assist with certifications and compliance issues; and provide institutional authorized signatures on proposals.

Once a faculty member receives a grant, SPA will assist with award notification and account set-up. SPA can review the award terms and conditions and negotiate with the

sponsor as necessary; provide institutional signatures on award agreements (note: faculty are not authorized to sign any agreements); work with Grants & Contracts Accounting to establish account unique to the award; issue subcontracts as necessary; and provide guidance to faculty on foreign-based projects.

SPA will also help faculty with post-award administration. They can approve extensions and rebudgeting; submit requests for programmatic and budget changes to sponsors; and assist with administrative closeout of awards.

All faculty should contact SPA and request to be added to one or more of four SPA maintained listservs. SPA sends funding opportunity notices and news items out to each listserv on a regular basis. The listservs are as follows: Arts & Humanities, Health Sciences, Social Sciences, Science & Engineering. Contact Shane Aubrey (saubrey@tulane.edu) to get added to the list serve. For more information, see here: <http://tulane.edu/asvpr/ora/notices-to-principal-investigators.cfm>.

Tulane's policy regarding the submission and routing of proposals for extramural funding can be found here: <http://tulane.edu/asvpr/ora/upload/Routing-and-Submission-of-Proposals-revised-March-2015.pdf> and the policy for award acceptance is described here: <http://tulane.edu/asvpr/ora/upload/Award-Acceptance-revised-3-18-15.pdf>. All prospective grant writers should familiarize themselves with these policies before searching for funding to support research activities.

Office of Corporate and Foundations Relations (CFR)

The Office of Corporate and Foundation Relations (CFR) acts across academic departments and administrative offices to pave the way for productive collaborations with foundations and corporate partners. The office works with internal and external constituents to develop long-lasting relationships with foundations and to build rewarding partnerships with industry. CFR officers can assist faculty in maximizing non-governmental external funding in support of the university's academic initiatives, research programs, and institutional priorities. CFR officers can also assist faculty in building broad, strategic partnerships in areas such as research, recruitment, executive education, and philanthropy.

CFR will assist SLA faculty in developing and submitting proposals to corporations and private foundations.

(<http://giving.tulane.edu/s/1586/Giving/index.aspx?sid=1586&gid=2&pgid=2210>).

Faculty should contact Lou Franchina (lfranch1@tulane.edu), Senior Development Officer (CFR) for assistance. Please note that the solicitation and acceptance of a gift/grant from a corporation, foundation or non-governmental organization requires coordination with CFR. See here for additional information on working with CFR: <http://giving.tulane.edu/s/1586/Giving/index.aspx?sid=1586&gid=2&pgid=2221>.

In-house Editing and Proofreading Services

Chairs should be aware of and inform their faculty that the Office of Research offers editorial and proofreading services for manuscripts and grant proposals, at no charge.

This service is offered to faculty on a case-by-case basis, and priority is given to manuscripts or proposals nearly ready for submission, but which would benefit from editing for English grammar, clarity, or length/word count.

The service is provided by Loula Burton, Senior Program Coordinator in the Office of Research, who worked previously on the editorial staff of a scientific journal. Please note that her expertise does not include full scientific writing or editing. Manuscripts and proposals will not be evaluated for methodology, scientific reasoning, or budget. We will seek to repair typographical, spelling and grammatical errors, and to improve the clarity of language so that your arguments are clear, concise and accessible to readers or reviewers with a general knowledge of relevant literature.

To apply for this service, faculty must complete the Office of Research Proofreading/Editing Request Form and send it by email to lburton@tulane.edu along with a Word file of the document. <http://www2.tulane.edu/asypr/editing-services.cfm>

Scientific Writing Assistance Program

The Office of Research offers support for to assist Tulane faculty in developing proposals for federal grant or contract opportunities. The objective of this program is to improve the competitiveness of federal grant proposals submitted by Tulane faculty.

<http://www2.tulane.edu/asypr/upload/PROPOSAL-DEVELOPMENT-PROGRAMS.pdf>

The Office of Research contracts with BioScience Writers (www.biosciencewriters.com) to provide scientific writing and editing services, including:

- Expert editing and scientific writing by native English-speaking Ph.D.- or M.D.-trained scientists
- Strategic planning and consulting services for proposal development
- Assistance in making revisions in response to reviewer comments
- Experience with more than 900 NIH grant proposals
- Expertise in more than 170 scientific and medical fields (www.biosciencewriters.com/ScientificEditors.aspx)
- Rapid turnaround time and guaranteed completion dates

The Office of Research will make awards in units of \$600, sufficient for approximately 10 hours of service, depending on the level of service. Typically, an award of this size will be made for a grant of the length and complexity of an NIH R01 (total budget between \$25,000 and \$250,000 for a 1-5 year award period). Departments or Schools may match the award with additional funding if more service is needed.

All Tulane faculty are eligible for the program, with priority given to the following criteria:

- Proposals that received an encouraging score on a previous submission but were not funded.
- Well-developed plans for proposal submission to a specific federal agency deadline.
- Proposals of size and complexity at least that of an NIH R01 proposal or equivalent.

- Priority to large, multi-investigator proposals.
- Commitment to complete the proposal not later than four weeks ahead of deadline to allow sufficient time for review and revision.

Applications will be accepted twice yearly: JULY 15 and JANUARY 15 and should include:

- Principal Investigator(s) name and contact information
- Type of proposal and agency to which it will be submitted
- Submission deadline
- Anticipated project period and funding requested per year
- Outcome of any previous submissions of the same or similar proposal
- Services sought from BioScience Writers

The application need not describe the research project in detail because this program does not evaluate scientific merit per se. Proposals should be submitted electronically to: Laura S. Levy, Ph.D. Vice President for Research. llevy@tulane.edu

University and SLA Policies and Procedures

Promotion and Tenure:

SLA seeks to maintain a transparent and supportive structure for the promotion and tenure process. The guidelines for promotion and tenure are readily available and accurately reflect the school expectations. In the spirit of mentoring and guidance, here are some helpful pointers for new professors:

Understand SLA and Departmental Expectations. Study the SLA website concerning tenure and promotion to familiarize yourself with expectations and procedure. See here: <http://www2.tulane.edu/liberal-arts/promotion-tenure.cfm>. Make an appointment to meet with your department chair and senior faculty to discuss expectations for tenure as soon as you arrive on campus. Ask questions about research productivity, teaching expectations, and service duties. Take charge and be responsible for educating yourself about what SLA and your department expect from you. Faculty in the arts, social sciences, and humanities have similar expectations for tenure, although they are discipline-specific. Be sure you understand what kinds of publications are necessary to make tenure (book and/or articles) or what creative activities are expected, how important national or international exposure is and what constitutes a reasonable amount of teaching and service duties.

Learn to Write Grants to Support Your Research and Teaching Activities.

In some disciplines, grant writing is a central component of academic scholarship and an important element of the tenure and promotion process. For Tulane, grants and funded research bring high visibility to the university, provide overhead or indirect costs to balance the university budget, and contribute to the prestige and national ranking of the university. For scholars, winning a grant can cover your summer salary, reduce your teaching load, and provide funds for travel and research equipment. In addition, grant

writing can raise research visibility and open doors to consulting, collaborative research, new research agendas, and provide opportunities to shape public policy and national research agendas. Unless you already have grant experience, you should not try to learn the process on your own. Consult with experienced grant writers and work with senior colleagues in developing grant applications. It takes about as much time to write a proposal as it does to write a journal article. Pursue planning or start-up grants, career development awards, and small foundation grants; don't just apply for large grants to large funding agencies. Work with the Sponsored Projects Administration (SPA) to find out about funding opportunities, advice for filling out forms, names of key persons at agencies and foundations, assistance with budgets, and information on deadlines. Please be aware that the buy-out rate for courses in SLA is 12.5% of salary and overheads per class.

Learn to Balance Research, Teaching, and Service. SLA expects faculty to be engaged with academic governance as appropriate to their rank. In their first couple of years, assistant professors should be willing participants and members on honors theses committees, department committees, and graduate committees. SLA does not encourage pre-third year faculty to be chairpersons of honors theses, masters, or doctoral dissertation committees. For third-year review, the department report will focus upon scholarship and teaching. SLA encourages all faculty, especially new faculty, to attend all SLA faculty meetings and be active participants. When going up for tenure, assistant professors are expected to demonstrate participation in departmental activities, such as curriculum revision committees, search committees, etc. SLA also expects faculty to demonstrate service (commensurate with rank) to their discipline or field (e.g. journal reviewer, conference session organizer, etc.). For promotion and tenure, the departmental report will focus upon scholarship, teaching, and service to the department, university and the discipline.

Establish Collegial Relationships with Senior Colleagues. The senior professors in your department are familiar with the tenure review process and are eager to assist you if you ask. Spontaneous mentoring is not always evident, so do request feedback on papers and teaching and ask for suggestions for improvement. Feel free to ask individuals if you may sit in on a class. Ask them if they would sit in on your class and offer feedback and comments on your teaching. Remember that your colleagues are interested in helping you succeed.

Learn to Use Criticism to Your Benefit. Get used to rejection and learn to face criticisms or negative feedback on your teaching and writing. If your papers or grant proposals are not accepted, always revise and resubmit as soon as possible. With rejection comes criticism, and with criticism comes improvement. Rejection is not a defeat but an opportunity. By all means, be persistent and tenacious. A paper that has been rejected by one journal might be “just right” for another. Never pass by an opportunity to have people read and critique your work or hesitate to ask senior members of your department for input and criticism on a grant proposal or paper you are writing. Take peer criticism seriously, especially at third-year review, and adjust your research plans and teaching accordingly. Share information and strategies with your peers as a way to build

camaraderie and to develop additional sources of information and support. Remember that face-to-face meetings can often clear up misunderstandings better than email.

Make a Five-Year Plan and Organize a Tenure File. Start by making three files: a research file, a teaching file, and a service file in which you place anything that you may later use to support your case for third-year review and tenure and promotion. Obvious materials are reprints of publications, faculty assessments of your teaching, syllabi, and statistical summaries of course evaluations. You should also keep unsolicited comments and positive evaluations from students, and thank you letters for participating in conferences, serving on committees, or teaching an outstanding course. Keep track of new accomplishments and update your vitae as soon as something new occurs. This will save you time and effort particularly when you fill out and submit your Annual Report of Faculty on the Digital Measures website each spring. Scrutinize your own record regularly to judge if your effort and priorities are aligned. Being a proactive manager of your own career portfolio will help you identify and evaluate new opportunities as you prepare for tenure.

To review SLA guidelines on tenure and promotion, visit the SLA website: <http://www.liberalarts.tulane.edu/PandTContents.cfm>. **To review general guidelines on promotion and tenure policies which pertain to all schools, visit the provost's website:** <http://www2.tulane.edu/provost/upload/Guidelines-for-PT-Review-UPT.pdf>

Leaves of Absence with Pay

Sabbaticals:

Request for Sabbatical: Tulane considers sabbatical leaves to be a privilege, not a right; and the university will grant them only when the leave will not have adverse effects on departmental teaching, administrative responsibilities, or research, including the supervision of dissertations. According to the Tulane University Faculty Handbook (<http://www2.tulane.edu/provost/faculty-handbook.cfm/>), individuals “must complete 12 semesters of full-time service in residence at Tulane prior to the leave.” The junior faculty research semester (see below) counts as one of these twelve semesters. Tulane may grant sabbatical leaves to enhance the value of a faculty member's further service to the University and his or her profession through the research or publications. Tulane will not grant sabbaticals to faculty to pursue an advanced degree.

Applications for sabbatical leave, paid or unpaid leave are now made through an on-line academic leave request form link: <https://bpm2012.tulane.edu/Metastorm/login.aspx>

Faculty will follow the step by step instructions, uploading your CV, a detailed description of work to be accomplished during your sabbatical and entering specific information such as the time period requested, whether you have received any grants and whether this is a paid research leave, sabbatical or unpaid leave. If you are requesting more than one leave, such as a semester long sabbatical followed by a semester long grant – paid leave, each semester leave must be initiated with a separate request. The request(s) is sent to the department chair for approval and then on to the SLA dean and

provost. Applications for sabbatical, paid or unpaid leaves must be submitted by October 1. If you have questions about the procedure, please contact Nicole Westerfield at 865-5232.

According to the Tulane University Faculty Handbook, Part IV, Section A, 3a, “Sabbatical Leave is granted only if there will be opportunity for at least one full year of university service upon return.” A faculty member may receive a one-semester leave with full salary or a year at half pay. If candidates wish to apply for external funding to run concurrently with their sabbatical semester, then they must submit the request for sabbatical prior to applying for the grant. Upon completion of the sabbatical/leave, faculty must submit a detailed progress report to the dean, which will then be forwarded to the provost. The report is due at the end of the semester following the leave/sabbatical.

Junior Faculty Research Semester: To assist with professional development and progress toward promotion and tenure, tenure-track Assistant Professors are eligible to apply for one semester’s leave with pay devoted to research and scholarship during the fourth year of their probationary period of service, provided that they have received a positive “Third-Year Review.” This research/scholarship semester will count as part of the seven-year probationary period for purposes of promotion and tenure. A junior faculty research leave is for one semester only; faculty cannot request a full year at half pay. Application procedures for the junior research leave are the same as those for sabbatical leave, as noted above.

All junior faculty going up for third year review are required to apply for an ATLAS <https://web.laregents.org/wp-content/uploads/2016/07/ATLAS-RFP-2017.pdf>. The Louisiana Board of Regents Support Fund (BoRSF) sponsors the Awards to Louisiana Artists and Scholars (ATLAS) Program. This program provides support to faculty members in arts, humanities, and social sciences disciplines to complete major scholarly and artistic productions with the potential to have a broad impact on a regional, national, and/or international level. The primary focus of ATLAS is the scholarly or artistic merit of the proposed work. Projects are assessed based on their necessity, importance, originality, and likelihood to have an impact on a broad academic and/or artistic community. Applicants may seek not more than \$50,000 over a one-year period. The BoRSF typically releases a new ATLAS RFP in late September. ATLAS proposals are usually due in mid to late November. Associate Dean Kevin Gotham sends out information about ATLAS every January and August so that interested faculty can plan and develop proposals by the due date.

SLA views the ATLAS grants as a way to extend a 1/2 year paid sabbatical to a full year paid sabbatical. If a faculty member receives an ATLAS and he/she has been approved for a semester sabbatical or research leave, then the Dean’s Office will pay one semester at full pay and ATLAS will pay for the other semester at full pay. Thus, a faculty member would get a full-year of paid leave if he/she gets an ATLAS award. Given limited resources, the only way SLA can support ATLAS, which requires a 1:1 match, is for faculty members to apply for them the year before their leave or sabbatical. ATLAS awards can only fall during the academic year of the award and sabbatical.

Faculty Sick Leave: Neither SLA nor Tulane University has a stated policy on sick leave for faculty members. The appropriate department chair and the dean will consider each case individually. Customarily, other members of the faculty, with the knowledge of the department chair and the dean, will assume a faculty member's duties on a temporary basis when s/he must be absent because of illness or incapacity of short duration. If the illness becomes prolonged so that this arrangement is no longer feasible, the department chair in consultation with the dean and the senior vice president for academic affairs and provost will make other arrangements.

Family and Medical Leave:

Under the federal Family and Medical Leave Act ("FMLA"), faculty are eligible for family and medical leave if you have worked for the university for at least twelve months and have worked at least 975 hours during the twelve months prior to requesting leave. Family and Medical Leave is paid leave for a finite period and can cover a number of serious conditions.

According to the Workforce Management Organization (WFMO), a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

The Workforce Management Organization (WFMO) - <http://www2.tulane.edu/wfmo/employee-support/policies/ppfmla.cfm> - can answer questions about whether faculty are eligible for family and medical leave. To request family and/or medical leave, employees must notify their chairperson and WFMO at least thirty days in advance of the date leave is to begin, if the need for the leave is foreseeable. If the need for leave is not foreseeable, such as a medical emergency or changed circumstances, the faculty member must give as much advance notice as possible under the circumstances.

Leaves of Absence Without Pay

Semester or year-long research grants: Faculty are encouraged to apply for such research grants from foundations. Within reason, the dean's office will supplement the grant to equal the individual's salary. The dean's office will NOT provide the entire salary for an unpaid grant if it does not fall during a sabbatical. The faculty member must inform the dean's office that this grant *has or will be applied for* and the supplement that will be needed and gain the approval of the dean and the provost. The application must be made a year ahead from the assumed leave in line with the sabbatical request deadlines listed on SLA website.

Pregnancy Leave: Pregnancy leave is unpaid time off required by pregnancy, childbirth or related medical conditions and will be granted upon request to *any pregnant employee who is not eligible for Family and Medical Leave*. The standard period of pregnancy

leave is six (6) weeks. Faculty should notify their department chair and the dean in writing as soon as they are aware that they will be taking pregnancy leave. While on pregnancy leave, faculty may continue participating in the university's various insurance programs by paying the full amount of the applicable premiums, including the amount normally paid by the university. See Workforce Management for the procedure to apply for pregnancy leave: <http://www2.tulane.edu/wfmo/employee-support/policies/pppregnancyleave.cfm>.

Parental Leave:

The University will grant faculty members a 6-week paid leave of absence from all duties following the birth of a child or the placement of a child for adoption or foster care with the faculty member. The faculty member should notify the Department Chair/Dean as far in advance as possible, but no less than 4 months prior to birth in the case of pregnancy. If a faculty member's 6-week parental leave occurs at such time that there would be significant overlap between that leave and an academic term in which he or she would otherwise have classroom responsibilities, the faculty member should request and be granted from the Department Chair/Dean special relief from such responsibilities during that term. The special relief, which would carry full pay, will not apply to non-classroom duties which should be performed as usual. In most cases, significant overlap would be defined as four weeks or more of the term. Faculty members who are unable to return to work at the end of the parental leave may apply for an extended leave of absence as described in the Faculty Handbook under Leaves of Absence Without Pay.

Personal Leave of Absence: A personal leave of absence is an unpaid leave for a period of not less than thirty (30) calendar days and not more than twelve (12) months. Faculty may request a personal leave of absence for any reason but these must be approved in advance by your department head. However, personal leaves of absences are a privilege, not a right, and may or may not be approved at the sole discretion of the university. See Workforce Management for the procedure to apply for a personal leave of absence: <http://www2.tulane.edu/wfmo/employee-support/leave.cfm>

WFMO Forms. Many of the forms you will need to complete can be found on line at <http://www2.tulane.edu/wfmo/>

SLA Policy Regarding Faculty Absences from Scheduled Classes:

As teaching is a major responsibility of all SLA faculty, they are expected to meet their scheduled classes. This includes the first day of class and throughout the semester.

When a faculty member is unexpectedly absent due to illness or personal emergency: An absent faculty member should call the Chair and the Administrative Assistant of his/her department so that the class can be notified. If at all possible, students in the class should also be notified via email and/or BlackBoard/Canvas.

When a faculty member is absent from one or two classes (in a course held two or three times a week or for one class in a course that meets only once a week) for a professional reason, s/he must take the following steps *at least two weeks* before the planned absence:

The faculty member must inform the chair about such planned absences.

The faculty member should arrange to provide students with a meaningful educational experience for each class period that he/she is absent. Such experiences would include, but not be limited to: an examination, a guest speaker internal or external to the University, a lecture by another faculty member or a graduate student, a relevant film or video, a discussion group lead by student(s) in the class, a formal session with a reference librarian, an out-of-class assignment leading to a product, or some other in-class assignment.

When a faculty member plans to be absent for more than two class days or two days in a class held once a week, he or she must take the following steps *before s/he accepts the professional engagement and no later than a month ahead of the planned absence*:

The faculty member must obtain written approval from the department chair and the dean for such extended absences. The request should include a clear justification of the time away from the class as well as an itinerary. Neither the chair nor the dean is under any obligation to approve this request.

The faculty member, working directly with the department chair and with the approval of the dean, must secure a substitute or substitute or replacement teacher for each course affected. This substitution must follow the guidelines of appropriate teaching and must be approved in writing by both the chair and dean.

Faculty who do not follow this procedure may be subject to the loss of a semester credit towards sabbatical and/or a reduction in pay.

SLA Governance:

All faculty are expected to be familiar with the Constitution of the School of Liberal Arts (SLA) <http://www2.tulane.edu/liberal-arts/constitution.cfm>. The Constitution provides information on the name of the school, membership, responsibilities of voting faculty, faculty officers, chairs of academic departments and their expected term, meetings (regular, special, quorum, and presiding officer), voting procedures, and the duties and composition of SLA committees. The Constitution also includes information about representation to bodies outside SLA, recall, the Dean of the SLA, parliamentary authority, amendments, and special rules of order.

SLA Policy Regarding Grants

All new faculty should familiarize themselves with SLA policies and procedures regarding the submission of grant proposals to corporations, private foundations, government agencies, and others. All proposals to government entities should be routed through the Sponsored Projects Administration (SPA) and all proposals to private companies, foundations, or other organizations should be routed through the Office of

Corporate and Foundation Relations (CFR). All proposals, regardless of the type of funder, must also be submitted to the SLA dean's office.

The Sponsored Projects Administration (SPA) requires that Principal Investigators (PIs) obtain signatures on the routing form from the SLA department chair and dean for their grant proposal. These signatures indicate review of the proposal and confirmation that the proposal "is consistent with departmental, college or university mission, practices and priorities." These signatures also note that the chair and dean approve "of all commitments described in the proposal including those involving space, equipment, personnel, release time, cost sharing and conflict of interest." In the past, some researchers have not submitted their proposal with the routing form thus making it difficult to know if the research project will involve release time, cost sharing, salary supplements, and so on.

All Principal Investigators (PI) must submit their grant proposals to the SLA dean's office with the SPA routing form. The dean's office cannot sign off on routing forms without the proposal. The dean's office is in charge of making sure that proposals coming out of the school involve consistent treatment of costs and are compliant with SLA and Tulane rules regarding fiscal management and accountability of research awards. The dean's office also wants to see proposals in order to assist faculty members in identifying funding opportunities to support their research and teaching activities and advance their research and education goals. Faculty should send their proposal to the office at least two days in advance of the due date to allow time to review and sign.

The Office of Corporate and Foundation Relations (CFR) can assist faculty in maximizing non-governmental external funding in support of the university's academic initiatives, research programs, and institutional priorities, and their Corporate Officers assist faculty, staff, and businesses in building broad, strategic partnerships in areas such as research, recruitment, executive education, and philanthropy.

Proposals to private foundations/corporations must be routed through the SLA dean's office and Lou Franchina (lfranch1@tulane.edu) in CFR. The solicitation and acceptance of a gift/grant from a corporation, foundation or non-governmental organization requires coordination with their office. All researchers submitting grant proposals to private foundations must also send us a copy of the entire proposal for review. Proposals to private foundations can sometimes request a cost sharing arrangement. Cost sharing commitments require approval from the committing unit (e.g., Dept. Chair, Dean, etc.). Faculty should not be submitting grant proposals directly to private foundations or government agencies. For more information, contact Associate Dean Kevin Gotham.

For faculty members who apply for grants that do not supply their entire salary, the dean's office will generally provide a supplement ("top-off") up to approximately 33% of the individual's salary. That is, SLA will pay up to 33 percent of a faculty member's salary if s/he receives a grant that does not cover 100 percent of the salary. So, if a faculty member receives a grant that pays only two-thirds of his/her salary, SLA will attempt to add the other third of the salary. If a grant requires a 1:1 match, then the

faculty member can only apply for the grant during his/her sabbatical year to extend the semester sabbatical to an academic year sabbatical. The SLA Dean's Office pays 50 percent for an academic year sabbatical that provides the 1:1 match to meet the grant guidelines. The funder can then supply the other 50 percent for an entire academic year's pay. Please note that the 1:1 match applies for the academic year and not calendar year. The Dean's Office will not supply the 1:1 match for the summer months. Any request for a top-off requires a conversation with the Dean as noted in the on-line leave request form. The faculty member must inform the dean's office that a grant has or will be applied for and the supplement that will be needed.

Institutional Review Board (IRB) Processes and Procedures

Tulane University is mandated to provide the U.S. Department of Health and Human Services (DHHS) with a formal assurance that it will follow procedures designed to assure the protection of all human subjects involved in research projects conducted at Tulane and elsewhere by faculty, staff, or other representatives of Tulane in connection with their institutional policies. IRB issues have been discussed at several chairs and directors meetings over the years - e.g., see minutes of meetings from September 2013, October 2012, March 2012, January 2010, and February 2009. Here is a link to the Human Research Protection Office (HRPO) document, "Does My Research Need IRB Approval" <http://www2.tulane.edu/liberal-arts/upload/does-my-research-need-irb-approval.pdf>. Chairs should share this document with their faculty and graduate students. Chairs should be aware that initial submissions to the IRB must include electronic signatures of the Principal Investigator (PI) and the Department Chair. If the PI is the Department Chair, then he or she must obtain the electronic signature of the Dean. If any investigator or their research staff would like to schedule a meeting with the HRPO staff to answer questions about prospective or ongoing human subjects research projects, or questions on IRB review requirements, please send an e-mail request to irbmain@tulane.edu.

Handbooks and Policies:

Tulane University publishes a variety of handbooks concerning university and administrative policies (<http://tulane.edu/handbooks-and-policies>). Some of these handbooks include broadcast email guidelines, conflict of interest policy, cost sharing policy, disability policy for faculty and staff, health guidelines for international travel, policy on consensual relations, policy on use of computers and networks, Uptown campus investigator's manual, and weapons policy. Tulane University's Faculty Handbook was last updated August 14, 2015 (<http://tulane.edu/provost/faculty-handbook.cfm>). The handbook is a fully functional and fully operational PDF document with bookmarks and hyperlinks, allowing for quick maneuvering in the document.

Resolving Disputes, OIE, Student Grievances:

The purpose of the SLA Grievance Committee is to receive grievances and complaints regarding conditions of employment; due process; violations of academic freedom or academic responsibility and similar grievances which cannot be settled informally. Different departments have different procedures and guidelines for addressing disputes and resolving grievances. SLA expects all new faculty to review the Code of Academic Conduct <http://www2.tulane.edu/college/code.cfm>.

The Office of Institutional Equity (OIE) provides leadership to ensure that diversity and equal opportunity are an integral component of Tulane University. OIE works closely with Human Resources and the administration to develop comprehensive and relevant educational leadership programs for managers, supervisors, and the Tulane community. OIE conducts investigations into complaints of discrimination and sexual harassment; seeking resolution through the means of education, remediation and/or conflict resolution. Moreover, the office monitors recruitment, selection, promotion, transfer, termination, and compensation practices to ensure compliance with equal opportunity regulations. For more information, see <http://www2.tulane.edu/equity/about-oie.cfm>

Tulane University Academic Code of Conduct:

All faculty are expected to alert students that they are required to abide by the Tulane University Honor Code. According to the Newcomb-Tulane College website <http://www2.tulane.edu/college/code.cfm>, “Any student behavior that has the effect of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance is considered a violation. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this Code.” The following are defined as violations:

- **Cheating** – Giving, receiving, or using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids. Consulting with any persons other than the course professor and teaching assistants regarding a take-home examination between the time the exam is distributed and the time it is submitted by the student for grading. Students should assume the exam is closed book; they may not consult books, notes, or any other reference material unless explicitly permitted to do so by the instructor of the course.
- **Plagiarism** – Unacknowledged or falsely acknowledged presentation of another person’s ideas, expressions, or original research as one’s own work. Such an act often gives the reader the impression that the student has written or thought something that s/he has in fact borrowed from another. Any paraphrasing or quotation must be appropriately acknowledged. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- **Fabrication** – Submission of contrived or altered information in any academic exercise.
- **False Information** – Furnishing false information to any university official, instructor, or office relating to any academic assignment or issue.
- **Unauthorized collaboration** – Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
- **Multiple submission** – Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.
- **Sabotage** – Destroying or damaging another student’s work, or otherwise preventing such work from receiving fair graded assessment.

- **Unfair advantage** – Any behavior disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.
- **Facilitation of academic dishonesty** – Knowingly helping or attempting to help another student violate any provision of the code.
- **Tampering with academic records** – Misrepresenting, tampering with, or attempting to tamper with any portion of a student’s academic record.
- **Improper disclosure** – Failure of an honor board member or participant in an honor board hearing to maintain strict confidentiality concerning the identity of students accused of honor code violations.

Graduate Student Conduct:

All SLA faculty and graduate students are expected to be familiar with the Unified Code of Graduate Student Academic Conduct (<http://www2.tulane.edu/provost/upload/Unified-Code-of-GS-Academic-Conduct-11-14-07.pdf>). As part of the Tulane University community, graduate students have certain responsibilities regarding work that forms the basis for the evaluation of their academic achievement. Any graduate student behavior that has the effect of interfering with education, pursuit of knowledge, and/or a fair evaluation of a student's performance is considered a violation of the Code’s proscribed academic conduct. The categories of academic conduct violations are the same for graduate students and undergraduate students. Any member of SLA may file charges against a graduate student for violations of the Code. A charge shall be prepared in writing and directed to Kevin Gotham, Associate Dean of Academic Affairs in the SLA dean’s office.

Student Grade and Other Academic Complaints:

All faculty should read and understand the procedures of student grade and other academic complaints, as defined at: http://www2.tulane.edu/liberal-arts/upload/PROCEDURESONGRADEANDOTHERACADEMICCOMPLAINTS_000.pdf.

Hurricane Planning:

Living with the threat of a serious hurricane is part of living in New Orleans. Hurricane Season begins June 1 and ends November 30, though the peak of the season is from August through October. Tulane University has emergency plans and teams in place if a storm approaches the New Orleans area. Faculty must plan ahead in the event New Orleans is threatened by a hurricane. These plans should include your evacuation destination and transportation arrangements.

If a hurricane approaches the area, faculty should follow the guidelines in the Tulane Hurricane Guide for Faculty/Staff (<http://www2.tulane.edu/emergency/preparedness/hurricane-planning.cfm>). Faculty should pay attention to emergency alerts, emails and web postings regarding the forecast for an approaching storm. Faculty may also want to consult the Employee and Student Planning Guide (<http://www2.tulane.edu/emergency/preparedness/students-hurr-guide.cfm>). In the event of an emergency or impending threat, Tulane will send critical voice and text messages to our employees at multiple telephone and e-mail addresses.

To ensure that Tulane has accurate and current contact information in the Workforce Management Organization records, faculty should update their off-campus information (e.g., home address, home phone, cell phone, non-Tulane e-mail) by submitting a confidential form located at <http://www2.tulane.edu/emergency/preparedness/alertus.cfm>. To correct a tulane.edu e-mail address in the Global Address List, send corrections to HelpU 24.7 by e-mailing info@tulane.edu or calling 504-862-8888.

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