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Orientation, Contacts and Services

**Campus Map:**
[http://tulane.edu/about/visiting/uptown-campus-map.cfm](http://tulane.edu/about/visiting/uptown-campus-map.cfm)

**Housing Referrals:**
The university does not provide housing for faculty nor does it maintain a referral list for off-campus housing. Latter and Blum, a local real estate agency, has an office on Maple Street and lists rentals.

**Campus Police and Parking:**
[http://tulane.edu/publicsafety/index.cfm](http://tulane.edu/publicsafety/index.cfm)
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 will provide security escorts around campus and to your car.

**In case of any emergency, call campus police first at 865-5200 or just 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** is restricted to paid permit holders (metered spaces excepted) from M-F, 8:00am – 7:00pm. Zones for faculty, staff and student parking are noted on the campus parking area map located at [http://tulane.edu/publicsafety/upload/ParkingMap.swf](http://tulane.edu/publicsafety/upload/ParkingMap.swf). 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 gain access to riding 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: http://tulane.edu/publicsafety/shuttle-schedules.cfm.

**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://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://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 https://owa.tulane.edu. 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. To apply for a listserv list, fill out our listserv online application form.

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) and web-based question chat lines and service requests. http://d2.parature.com/ics/support/default.asp?deptID=4258
They also maintain links providing 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://tulane.edu/tsweb/software/available-software.cfm and http://elms05.e-academy.com/tulane (log in to the latter using your Tulane email account username and password).

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://tulane.edu/facilities/uptown/index.cfm](http://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 door knob or flickering lights, fill out an on-line service request at [http://servicewave.tulane.edu/home.html](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 – UNICCO, 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 UNICCO. In case of emergency, UNICCO can be contacted directly:  http://facilities.tulane.edu/unicco.html.

**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.

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, but also in excess of 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 Kinko’s FedEx (now called 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://tulane.edu/studentaffairs/tom/services/fedex.cfm](http://tulane.edu/studentaffairs/tom/services/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. [http://www.diningservices.tulane.edu/facstaffmealplan.html](http://www.diningservices.tulane.edu/facstaffmealplan.html)


**Immigration and Visa Issues:**
The Office of International Students and Scholars (OISS) [http://global.tulane.edu/oiss/index.html](http://global.tulane.edu/oiss/index.html). 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 (http://global.tulane.edu/studyabroad/index.html), 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 for nonimmigrant faculty, and scholars.

**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://www.tulane.edu/~counsel/documents/PolicyonForeignScholars_000.pdf

**International Travel:**
General information about international travel is available at: http://tulane.edu/counsel/oirm/copy-of-studyabroad.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.** http://www.internationalsos.com/private/TulaneU/

**Notary Public:** http://www.tulane.edu/~counsel/notarial.html
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.

**Reily Center for University Life:** http://www.reilycenter.com/index.asp
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 $125 per semester, $330 per year. Memberships for the entire immediate family are available for an additional $65 a semester or $165 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 matt Pilates to Cajun dancing and Red Cross training. In the summer it runs a
series of youth camps for kids and the outdoor swimming pool is open for families.

**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://www.tulane.edu/~wfmo/faculty/faculty.html](http://www.tulane.edu/~wfmo/faculty/faculty.html)

Tulane Medical Center on Tulane Avenue is one of the primary care providers available through most plans. [http://www.tuhc.com/CustomPage.asp?guidCustomContentID={47E78D44-39ED-49BB-98C4-7DB8F58DEBA8}](http://www.tuhc.com/CustomPage.asp?guidCustomContentID={47E78D44-39ED-49BB-98C4-7DB8F58DEBA8})

**Employee Assistance Program:**
If you or your family members are experiencing emotional difficulties you should look into the Employee Assistance Program offered as one of the benefits available through the Tulane health insurance. The EAP is a completely confidential Cigna provided plan for behavioral health, which provides various types of counseling and therapy for stress, mental health and substance abuse problems. Many conditions and therapies are covered, so check with them for support and information. They can be contacted at 888-371-1125, through Tulane’s Workforce Management or directly at their web link. [http://apps.cignabehavioral.com/home.html](http://apps.cignabehavioral.com/home.html)

**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. [http://newcombkids.tulane.edu/ccc/index.html](http://newcombkids.tulane.edu/ccc/index.html). As space allows, they accept children from 12 months – 5 years and annual tuition ranges from $614 to $704, depending in the child’s age.

**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](http://lusherschool.org).
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 established in 2003 by the state legislature and administrated by the State Department of Education to take over, manage and improve under-performing public schools. There are currently 85 public schools operating in New Orleans. Of those, 17 are NOPS, and 12 of those are charter schools; 33 schools are RSD charter schools and 33 are regular RSD schools. 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: www.nolaparentsguide.org.

The Louisiana Department of Education website provides achievement data on all public schools in the city:
http://www.louisianaschools.net/lde/portals/accountability.html

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 see: http://www.tulane.edu/~wfmo/benefits/educational.html.

Other University Offerings

Newcomb College Institute:
http://newcomb.tulane.edu/newcomb-college-institute
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. The institute includes the **Newcomb College Center for Research on Women**, (http://newcomb.tulane.edu/nccrow), located in the Caroline Richardson Hall. The center promotes research and teaching on women and issues of gender, identity and culture. It houses the Vorhoff Library and the Sophie Lab for video projects and documentation, and periodically hosts art exhibitions, events, and receptions in the lounge.

**Newcomb Art Gallery:** [http://www.tulane.edu/~newcomb/artindex.html](http://www.tulane.edu/~newcomb/artindex.html)
The Newcomb Art Gallery 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/](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 fund raiser for the Art department and features student and faculty work across disciplines.

**University Radio Station WTUL:** [http://www.wtulneworleans.com/v08/](http://www.wtulneworleans.com/v08/)
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. Alcée Fortier Hall now houses the studio from which the American Public Radio program *American Routes* is produced. Created, written, and produced by SLA faculty member Nick Spitzer, the program is aired locally on radio WNO FM 89.9 on Sunday evenings.

**Movies, Lectures and Events on Campus:** [http://tulane.edu/calendar/index.cfm](http://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 and 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://www.liberalarts.tulane.edu/deans_office.cfm.

Teaching and Administration

Administration Structure and Chain of Command:
http://tulane.edu/administration/
Tulane University is a private, not-for-profit entity governed by its Board of Directors. In addition to the president, Scott Cowen, the upper administration is composed of four Senior Vice Presidents: Sr. V.P. for Academic Affairs and Provost (Michael Bernstein), Chief Operating Officer and Sr. V.P. for External Affairs (Yvette Jones), Sr. V.P. for Operations and C.F.O.(Anthony Lorino) and Sr. V.P. and Dean, School of Medicine (Benjamin Sachs). 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 15 departments and 19 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 the 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.

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 university 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 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.


**Teaching Assignments and Opportunities:**
The standard teaching load for tenure track faculty is 2 courses each fall and spring semester and 3 courses for professors of practice, lecturers and visiting faculty. 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. 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://tulane.edu/cps/faculty/index.cfm](http://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://tides.tulane.edu/tidesinstructors.html

Honors Courses:
The Newcomb-Tulane College Honors Program includes entering freshmen and continuing upperclassmen with distinguished academic records. To graduate with Honors, students are obliged to take a minimum number of specially designated Honors courses, as well as 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 60% 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://tulane.edu/tsweb/index.cfm) runs the Innovative Learning Center (ILC) in the Howard-Tilton Library. The ILC provides faculty support for a range of technologies from websites to presentations to video conferencing.

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/.

**Course Syllabi, My Tulane / Blackboard, Texts and Reserve Materials:**
Course syllabi must be provided for each course and need to 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://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 the school. 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 Newcomb-Tulane College Academic Advising Center in 211 Stanley Thomas 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:
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.

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://tulane.edu/studentaffairs/tom/services/fedex.cfm](http://tulane.edu/studentaffairs/tom/services/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](http://tulane.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=13559&catalogId=10001&langId=-1)

Books and periodicals may be put on reserve for class use at the Howard-Tilton Library; but perhaps more useful, the Electronic Reserve System (ERes) is designed to provide students online access to digitized reserve materials. All images are scanned in PDF format and require Adobe Acrobat Reader for viewing materials. The user may choose to search for reserve items by either the professor’s name or by the four-letter course code and two-digit number. After the image is presented on the screen, the user has the option of reading it on the monitor, downloading it to a disk, or printing one copy. Due to copyright regulations, access to ERes materials is limited by password protection and will remain active for no more than one semester. [http://eres.library.tulane.edu/eres/default.aspx](http://eres.library.tulane.edu/eres/default.aspx)

On-Line Course Evaluations:
At the end of each semester students are requested to evaluate each of their courses. The one-page form is now 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 then 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 with a few weeks on their Blackboard site.

**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 Mary Ann Maguire (maguire@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.

Located in the first floor of the Science and Engineering Lab Complex (a.k.a. SELAB, building #14 on the campus map), the Center for Educational Resources and Counseling (ERC) is an excellent resource for students with a variety of problems. The ERC offers students private counseling sessions for a range of personal problems including anxiety, depression and sexuality concerns. Their staff includes counseling psychologists, social workers, counselors and supervised graduate students. They provide crisis intervention as well as longer term support in group sessions. Education counseling includes free peer tutoring in a variety of subjects including math, foreign languages, biology, physics and chemistry among others; a writing workshop, ADHT testing and disability services.

[http://erc.tulane.edu/counseling/index.htm](http://erc.tulane.edu/counseling/index.htm)

**Research and Funding Opportunities**

**Departmental special funds:**
Some departments offer funds to cover certain research expenses and travel to
conferences for paper presentations. Contact your department chair to see if your
department has special funds for research.

School of Liberal Arts, Dean’s Office

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, faculty are provided with $350, 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 submit original travel receipts to their
departmental staff member to be reimbursed for their expenses.

Center for Scholars: Since 1997, the Center for Scholars has supported the
research activities of SLA faculty through generous awards. The center supports
interdisciplinary scholarship by covering the portion of the cost of individual
lectures by visiting scholars from around the country and the world.

Deep South Humanities Center: The center provides resources for conferences
held at Tulane that focus on the South or are advertised throughout Alabama,
Arkansas, Louisiana, Mississippi, and Tennessee.

The procedure for applying for both centers is the same. Faculty must submit six
copies of a proposal that describes the event, program, lecture, or presentation.
The proposal must include an itemized budget and a curriculum vitae of the
guest(s) for whom funding support is requested. The Executive Committee and
SLA Dean will evaluate proposals and give preference to interdisciplinary
projects that demonstrate a broad spectrum of interest. Although these can be
submitted at any time, they will only be reviewed when the Executive Committee
meets. For additional information, contact the Office of the Dean of SLA.

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; more details
on this fund is provided within the next couple of pages. Faculty who have
previously received a Lurcy grant must provide a progress report. 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 according to the date listed on the SLA calendar; for 2010, the date is March 8. 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. If an extension is needed, faculty should send a request to the Executive Committee explaining the reasons for the continuation of the funds. A progress report on the grant is due by the end of the fall semester following the completion of the grant. Lurcy grants cannot fund the work of graduate assistants or undergraduates.

For more information, see:
http://www.liberalarts.tulane.edu/CenterforScholars.cfm

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.

Research Fellowships for the Study of the Global South: The Collaborative Research Group for the Study of the Global South at Tulane University invites proposals from scholars in the arts, humanities, and social sciences for research projects focusing on the Gulf South states of Alabama, Arkansas, Louisiana, Mississippi, and Tennessee. The Research Group encourages proposals that examine the Gulf South region in a global perspective and promote the understanding of the impact of the Gulf South on the world and of the world on the Gulf South. Fellowships are $3,000 each and faculty may use them for any expenses related to the project. Preference may be given to projects that require research to be conducted in the Gulf South region (e.g., for archival research or fieldwork). Graduate students as well as those who already hold the PhD or its equivalent are eligible to apply. Proposals should include (1) a 400-word project summary, (2) a project narrative of no more than five double-spaced pages, (3) a proposed budget, (4) a curriculum vitae of no more than two pages that includes other funding sources, and (5) two letters of recommendation from scholars able to assess the quality of the proposed project (these should be submitted
electronically by the recommenders to Nicole Westerfield in the SLA Dean’s Office. Application materials are due in April. Recipients of the fellowship will be asked to submit a final report, approximately 3-5 pages in length, summarizing the research activities they conducted with funding from the fellowship. Please contact Nicole Westerfield at nicole@tulane.edu for more information.

**Provost’s Office:**

**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://tulane.edu/provost/cor-summer-fellowships.cfm](http://tulane.edu/provost/cor-summer-fellowships.cfm). Contact Associate Provost Brian Mitchell (brian@tulane.edu) for more information.

**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://tulane.edu/provost/faculty-travel.cfm](http://tulane.edu/provost/faculty-travel.cfm) for more information.

**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 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. A faculty member may submit multiple proposals, but s/he must identify a different student in each proposal. See the following link for more information on these awards: [http://tulane.edu/provost/scholarly-engagement-fund.cfm](http://tulane.edu/provost/scholarly-engagement-fund.cfm). Contact Associate Provost Brian Mitchell (brian@tulane.edu) for more information on proposal format, submission, guidelines, eligibility, and evaluation criteria.

**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://tulane.edu/provost/activities-fund.cfm](http://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. To learn more about the Newcomb Fellows, click on the “Information for Faculty” link at the Newcomb College Institute, Fellows/Fellowships home page [http://8.12.35.67/newcomb-college-institute](http://8.12.35.67/newcomb-college-institute). Newcomb Fellows grants must contribute to faculty/student interaction and collaboration and have academic merit.

**Office of Research Administration:** The Office of Research Administration (ORA) provides information to assist scholars in developing grant proposals and pursue external funding to support research and teaching. ORA disseminates information about grant opportunities, posts information and forms related to proposal preparation and submission, and provides regulations to guide faculty in the administration of sponsored projects. ORA also provides seminars for principal investigators and support staff, offers assistance with budget preparation and development, and will schedule private meetings with scholars who have questions or seek guidance about grant-related matters. Call the ORA for more information (865-5272) or contact via the following link: [http://www.som.tulane.edu/researchadmin/index.html](http://www.som.tulane.edu/researchadmin/index.html)

All faculty should contact ORA and request to be added to one or more of four Research Administration maintained listservs. ORA 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.

**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. ([http://www.liberalarts.tulane.edu/PandTContents.cfm](http://www.liberalarts.tulane.edu/PandTContents.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.

Master the Skills of Time Management and Information Management in Your Research. Pace yourself in writing and publishing or producing creative works and don’t let stress incapacitate you. You should establish a clear agenda, a consistent schedule, and make steady progress toward achieving your research goals. All published scholarly work and creative activity “counts” toward third year and tenure review, but some activities count more than others, as noted in the SLA tenure and promotion guidelines. Determine if there are other kinds of publications that you should avoid because they are not valued in your discipline. 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. Work on revising your dissertation into a book and cultivating chapters or sections of chapters into publishable manuscripts. When you apply for tenure, you will need to submit your dissertation and describe how your book differs from it. 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. Be aware that for your book to count for tenure it must be at least be in press with all revisions completed.

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. Do 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 Office of Research Administration (ORA) to find out about funding opportunities, advice for filling out forms, names of key persons at agencies and foundations, assistance with budgets and IRB, 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.

Understand Teaching Expectations and Responsibilities. Understand what courses you are required to teach and how much student advising your department expects of you. Feel free to talk to the chair of your department about courses you think would benefit the department. Don’t be afraid to ask for help if you need it. Look at other syllabi to see how other faculty have organized their courses. Be aware that you will spend a significant amount of time and energy the first time you teach a course. Try to avoid spending a lot of time redesigning the same course each semester.

Learn to Balance Research, Teaching, and Service. Newly hired assistant professors are neither required nor expected to serve on university or SLA standing committees. At the third-year review, demonstrated research productivity and creative activities, as well as teaching success are the principal determinants of the outcome. After you pass your pre-tenure, 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. Do accept a reasonable amount of service and teaching duties. If feel you are being asked to serve on too many committees or do new course preps, then discuss the situation with your chair and other senior faculty.

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 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 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://provost.tulane.edu/promotion_and_tenure_guidelines.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://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 must include a detailed description of the work the candidate hopes to accomplish during the leave, their curriculum vitae, and a supporting statement from their chair, stating how the department will cover the candidates teaching duties during the leave. Faculty must submit sabbatical requests to their department chair for signature. Chairs will submit the sabbatical request form and supporting documentation to the dean, who will then submit to the Senior Vice President for Academic Affairs and Provost for final approval. Please note the date for submission of sabbatical request that appears on the SLA calendar. For 2009, chairs must submit all sabbatical requests to the dean by October 12th. As stated below, this procedure applies as well to those who are seeking salary support through outside grants.

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. See http://tulane.edu/provost/forms.cfm for a Sabbatical/Leave of Absence Request Form.

**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.

**Illness or Other Incapacities of Short Duration:** 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://www.tulane.edu/~wfmo/policy/fmla.html](http://www.tulane.edu/~wfmo/policy/fmla.html)) 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://www.tulane.edu/~wfmo/policy/pregnancy.html

SLA will grant faculty members a 6-week paid leave of absence from all duties following childbirth. The faculty member should notify her department chair and the dean as far in advance as possible, but no less than four months prior to the beginning of leave. If a faculty member’s six-week leave for childbirth occurs at such time that there would be significant overlap between that leave and an academic term in which she would otherwise have classroom responsibilities, the faculty member should request and be granted from the department chair/dean special relief from all such responsibilities during that term. 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 pregnancy leave may apply for an extended leave of absence, as described in the university’s 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://www.tulane.edu/~wfmo/policy/personalleave.html

WFMO Forms. Many of the forms you will need to complete can be found online at http://www.tulane.edu/~wfmo/forms/forms.html

**SLA Governance:**
All faculty are expected to be familiar with the Constitution of the School of Liberal Arts (SLA) http://www.liberalarts.tulane.edu/SLAConstitution_000.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.

**Handbooks and Policies:**
Tulane University publishes a variety of handbooks concerning university and administrative policies (http://tulane.edu/administration/policies/). Some of these handbooks include, among others, 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 April 13, 2009 (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://college.tulane.edu/documents/Honor%20Code%20Final%206-09.pdf.

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://www.institutionalequity.tulane.edu/index.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://college.tulane.edu/code.htm), “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://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://tulane.edu/liberal-arts/upload/PROCEDURESONGRADEANDOTHERACADEMICCOMPLAINTS_00.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://tulane.edu/emergency/preparedness/faculty-and-staff-hurr-guide.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://tulane.edu/emergency/preparedness/employee-and-student-planning.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 https://wfmo.tulane.edu/. Upon initial hire and thereafter, faculty also should keep their information updated by using the Payroll/Personnel Information Form (http://www.tulane.edu/~payroll/ppinote.htm). 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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