CHAPTER 3: FACULTY: ACADEMIC PRACTICES AND POLICIES

SECTION 3.1 Faculty Membership

The faculty of Tulane University is defined as those engaged in teaching and/or research or creative activity appointed to appropriate faculty status by the Board of Administrators of the University in accordance with the existing policies of the University.

The faculty includes members of the teaching and research personnel holding titles including the following: Professor, Associate Professor, Assistant Professor, Professor of the Practice, Lecturer, and Instructor. The faculty consists of those properly appointed members of the teaching and research personnel holding these tenured, tenure-track, and non-tenure-track faculty titles. The type of appointment of individual faculty is clearly specified in the initial and subsequent appointment contract(s).

Academic personnel such as graduate assistants (teaching or research assistants), postdoctoral fellows, visiting scholars, or artists-in-residence are not designated as faculty. The same rights and responsibilities associated with academic freedom outlined below are applicable to all academic personnel affiliated with the University.

SECTION 3.2 Faculty Rights and Responsibilities

3.2.1 Academic Freedom

Tulane University adheres to national standards and procedures concerning the maintenance of academic and professional freedom, academic tenure, and full academic due process. (See also sections on Faculty Appointments, Promotions and Tenure; Faculty Grievances; and Faculty Dismissals for details as to how this adherence is made specific.)

Tulane University, as an institution of higher learning, exists to sustain the creation, preservation and communication of knowledge. It serves the common good rather than the interest of individual teachers or the University as a whole. The common good depends upon the free search for truth and respect for the individual and the processes by which inquiry and teaching are pursued.

(a) Academic Freedom

Academic freedom protects all faculty and applies to both teaching and research/creative activity. Freedom in research and creative activity is fundamental to the advancement of truth and artistic achievement. Academic freedom in teaching is fundamental to the protection of the rights of the teacher and the student. It carries with it corresponding duties.

Faculty members are entitled to freedom in the classroom. They have a corresponding responsibility to state the truth as they see it, and to the exercise of critical self-discipline and judgment in using, extending, and transmitting knowledge. At the same time, the faculty as a
whole have a collective responsibility for the curriculum and academic programs. Academic departments or schools may adopt pedagogical, curricular and/or disciplinary standards. Academic freedom establishes the right of the faculty member to teach, instruct and examine students on the information, concepts, methodology and content of courses without interference, consistent with the faculty’s right to expect productive teaching, research and service from a faculty member; to evaluate the quality and quantity of instruction, research and service work, and to require consistency between the formal description of a course and that course’s actual content and focus.

Faculty members are entitled to full freedom in research and/or creative activity and the publication and/or exhibition of results. Academic freedom allows faculty to engage in research, inquiry, study, creative enterprise and exhibition of the results of scholarly activity unfettered by unreasonable restrictions imposed by the institution. This freedom is consistent with the faculty and administration’s role in evaluating scholarship and/or creative activity. It is also correlative with the University’s right to make rules concerning the ownership and conduct of university-related research and creative endeavor.

3.2.2 Academic Responsibilities

The faculty create and enhance the scholarly and artistic excellence of the University. Their importance to the intellectual life of the University and the community at large confers on them, individually and collectively, certain rights and responsibilities to the institution, to their students, and to their respective disciplines.

Faculty academic status and matters related thereto are responsibilities shared by the faculty and the University administration. Those responsibilities include appointments, reappointments, decisions not to reappoint, promotion, the granting of tenure, and dismissal.

(a) Faculty Activities
Faculty discharge most of their responsibilities through teaching, research and/or creative activity, and service. The percentage of each will vary depending on the needs of the faculty member's academic unit, but it is expected that each tenured and tenure-track faculty member will make a significant contribution in each of the three areas of responsibility. Non-tenure-track faculty will have a different activity profile depending on the needs and expectations of the academic unit in which they serve. The specific nature of a faculty member's teaching, research, and/or service to the University may be adapted in accordance with the demands of the specific academic unit, or the terms of a particular faculty member's established profile, or both, in consultation between each faculty member and the dean or chair of the academic unit. Faculty members may pursue other professional activities, in accordance with University conflict of interest policies (See Section 3.7), as long as these endeavors do not interfere with the faculty member's responsibilities to the University.

(b) Research and Artistic Work
Faculty are expected to engage in high-quality research or creative activity according to the standards of their field. Typically, the product of the research effort is publication or its counterpart in the visual and performing arts (performances, exhibitions, and the like). Similarly,
depending on the field or discipline, research and creative activity may require considerable effort in the writing of proposals or related endeavors to acquire extramural funding as may be needed to conduct a faculty member's research. Participation in conferences, professional societies, and peer review panels are common activities. Ultimately, the results of research and creative activity are expected to contribute to the scholar's national and international reputation.

(c) Teaching
Teaching includes classroom and other instruction of undergraduate, graduate, and professional and post-graduate students, academic advising, preparation, and the direction of research and/or creative activity. Faculty members should teach according to the standards of their discipline. Faculty are expected to meet their classes, be accessible to their students through regularly scheduled and sufficient office hours, and evaluate and grade student work in a timely fashion. Faculty are expected to teach courses that have been assigned to them. Assignments will be made after consultation with department faculty, on the basis of departmental or school needs. It is very important that students receive the instruction to which they are entitled and, except very rarely, from the instructor of record. In case of faculty absence for professional reasons, it is incumbent on the faculty member to provide appropriate class coverage, subject to the review of the chair or dean, as requested. Any extended absence requires prior approval. Absences of two consecutive weeks or more require the faculty member and the chair or dean to provide a written plan for the discharge of individual faculty responsibilities.

Mentoring is an important component of faculty responsibilities. Depending on the discipline, the research effort and/or creative activity involves the supervision and mentoring of undergraduate students, graduate students, other faculty, and those occupying post-doctoral or other research positions. Such mentoring is also part of a faculty member’s teaching effort. Mentoring of junior faculty is a significant service responsibility of senior faculty members.

(d) Service
Since faculty are a part of the shared governance of the University, faculty members are expected to engage in departmental and university service. Faculty also engage in service to the larger academic and/or professional community outside the University.

3.2.4 Contractual Conditions
Contracts or letters shall be issued to all academic personnel, full-time or part-time, by the appropriate University officer, specifying academic rank and title, salary, any change in tenure status, starting and ending dates for all appointments, and any change in the tenure decision date (where appropriate). Any other conditions or limitations of employment shall also be stated or incorporated by reference. Offer letters for full-time faculty are reviewed and approved by the Office of Academic Affairs and Provost.

3.2.5 Additional Professional Activities

Faculty are simultaneously members of the public sphere, of learned professions, and of the University. When they speak as experts, i.e., within their own professional areas, they are entitled to identify themselves as members of the University. When they speak or write as private individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As members of the academic community,
they should remember that the public may judge their profession and the University by what they say. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the University in any official capacity.

a) Political Participation: For the protection of both faculty members and the University, faculty members campaigning as political candidates for local, state or federal offices will do so on their own time. For the period of such candidacy, it is required that they obtain personal leave of absence under Section 3.5.8 or continue work at the University on a part-time basis under Section 3.5.10. Such leave of absence is not a sabbatical leave and, if full-time, is also without pay.

Leave of absence is not required of faculty members who become candidates for or are elected to offices of a temporary or part-time nature, such as serving as a member on a municipal charter revision commission, a delegate to the State Constitutional Convention, a member of a local school board, or a holder of municipal office such as City Council.

This policy is intended to safeguard the freedom of speech, thought, and action of faculty, and to avoid impairment of the significant contributions they are capable of making toward improved local, state, and federal government.

b) Other External Activities:

Tulane University encourages faculty involvement in outside consulting, research, and professional activities, as well as community service. However, since the primary responsibility of a full-time faculty member is to the University, limits on outside activities must be set. External research and consultation shall be in accord with University policy. Within the limits specified below, such activities provide an opportunity for the professional development of the faculty member and the enhancement of the University's impact beyond the classroom and laboratory. However, the facilities and services of the University may not be used in connection with externally compensated effort except to a purely incidental extent, or for appropriate University-determined compensation and in accord with University regulations.

As a general rule, the maximum expenditure of time on compensated outside consulting, research and professional activities should not exceed one day per seven-day week during the academic year. The faculty member is expected to inform the Dean of the details of any extramural activity. No faculty member should accept employment or carry on professional or business activities that would bring the faculty member, as an expert or in any other capacity, into conflict with the interests of the university or would interfere with the performance of his or her primary responsibilities of teaching and research.

The University assumes no responsibility for private consulting services, professional or business activities by faculty members. A faculty member must make it clear to private employers that consulting work is personal and not related to the University and that the name of the University is not to be connected with the service rendered or the results.
obtained.

A formal agreement must be made between the appropriate university representative and the sponsor for consulting projects requiring the use of university facilities.

Notwithstanding the above, faculty have the opportunity to accept a research assignment in another University unit for additional compensation upon consultation with the faculty member's home department chair, program director, and/or dean.

A faculty member may not receive payment for consultation or other service performed for other units within the university unless such payment is an integral part of the faculty member's salary.

3.3 Responsibilities to Students

The faculty of Tulane University are expected to maintain high standards in the conduct of their courses. For specific information relating to most student concerns, the primary document of authority is the University Catalog. Specific information about matters not covered in the catalog may be found in the Schedule of Classes, the Code of Academic Conduct and the Phone Directory. For reference purposes, the following table delineates the appropriate university document for common faculty-student administration issues.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about services and accommodations for students with disabilities</td>
<td>Disability Services (<a href="http://tulane.edu/studentaffairs/disability/students.cfm">http://tulane.edu/studentaffairs/disability/students.cfm</a>)</td>
</tr>
<tr>
<td>Information about registration, withdrawal, drop and add procedures, dates and locations, and rescheduling of classes</td>
<td>Registrar’s Office (<a href="http://registrar.tulane.edu/">http://registrar.tulane.edu/</a>)</td>
</tr>
<tr>
<td>Email and contact identification for enrolled students</td>
<td>Online Phone Book</td>
</tr>
<tr>
<td>Graduation requirements</td>
<td>University Catalog and Schedule of Classes (<a href="http://tulane.edu/academics/course-listings.cfm">http://tulane.edu/academics/course-listings.cfm</a> ), Core</td>
</tr>
</tbody>
</table>

Draft 4/29/2013
The following administrators and their staffs may also be consulted regarding matters not covered in the foregoing publications: Dean of Newcomb-Tulane College, Vice President for Student Affairs and Dean of Students, and the Vice President for Enrollment Management and Registrar.

3.4 Compensation

3.4.1 Payment of Salaries
Salary payments are made on the last business day of each month. Salary is paid in twelve installments per year. Faculty with dual appointments or with both teaching and administrative assignments receive single monthly payments covering all compensation. Payment for Summer School teaching is normally made separately, usually with a one–time payment transaction. Please see the web site for the Workforce Management Organization (WFMO) for further details: [http://tulane.edu/wfmo/faculty/index.cfm](http://tulane.edu/wfmo/faculty/index.cfm)

3.4.2 Changes in Compensation
Total University base salary is based on a nine-month academic year or a twelve-month fiscal year period of service (or other period based on individual contracts). Compensation can also include supplementary stipends, which are set for a fixed period (one year at a time, unless a different period is specifically stated by contract.). Under no circumstance shall a full time faculty member receive more than 3/9 of their 9 month base salary from supplementary sources.

(a) Supplementary Compensation for Summer Teaching
Faculty may be given the option to teach courses offered by their departments during the Summer Session(s).

(b) Supplementary Compensation for Summer Research and Other Sponsored Activities.
The United States government and some private agencies do not permit extra compensation or overload payments during the academic year on grants or contracts. No overload payment is permitted for research by faculty with 12-month appointments. For faculty with 9-month appointments, grants and contracts may provide for additional earnings during the summer up to 3/9 of base salary. Payment for more than 11 months service for faculty with 9-month appointments is permitted only when approved by the awarding agency, and the arrangement should be included in the proposal to the government or private agency concerned.

(c) Other Supplementary Salary and Administrative Stipends
Full-time faculty members on 9-month or 12-month academic appointments may receive extra compensation from non-grant funds during the academic year or fiscal year, respectively, subject to the approval of the Senior Vice President for Academic Affair and Provost.
Merit-based increases in the base salary of continuing active faculty are considered annually as part of the salary-setting process. University policies and school-based guidelines deal with the merit evaluation of faculty, including the participation of faculty committee(s).

Typically, there will be no reductions in the contractual base salary of continuing faculty during the term of their contract. Reductions of contractual base salaries can only be made by the Provost:

(a) for adequate cause not serious enough to warrant dismissal (as recommended by the Senate Committee on Faculty Tenure Freedom and Responsibility (FTFR) with the protections provided in Chapters 6 or 8.2); or

(b) in accord with contractual terms or express agreement with the faculty member.

3.5 Leaves of Absence

3.5.1 General
The following section summarizes leaves of absence for which faculty members may qualify. Most types of leave are granted for one semester or one year. Unless the Senior Vice President for Academic Affairs and Provost approves an extension, failure to return to work after the approved period of leave may be a basis for termination of employment by the President or Senior Vice President for Academic Affairs and Provost (see Chapter 8).

Faculty anticipating a leave without pay should consult the Work Force Management Organization for information about the effect of the leave on their fringe benefits. Tenure track faculty who have been granted leave may, under certain circumstances, request an extension of the tenure decision date, and special provisions are set out in Chapter 9, Academic and Work-Life Balance. Requests for extension of the tenure decision date shall be in writing and shall be directed to the dean of the school for review and recommendation in writing to the Senior Vice President for Academic Affairs and Provost, either prior to the leave or within six months after returning to regular activities (see Chapter 4).

3.5.2 Sabbatical Leave (PAID)

Sabbatical leaves may be granted for the primary purpose of enhancing the value of the recipient's further contributions to the University and his or her profession through study, research, creative activity or publication and/or exhibition. In no case will a sabbatical be granted for the purpose of acquiring an advanced degree.

Sabbatical leave may be granted to tenured faculty members after either six years (for 12 month appointments) or twelve semesters (for 9 month appointments) of service since the last sabbatical or the date of appointment to the tenure track. Faculty on any kind of leave of absence do not accrue full-time service towards sabbaticals.

Sabbatical leaves are considered to be a privilege, not a right, and will be granted only when the University is assured that the leave will not have adverse effects on departmental teaching,
administrative responsibilities, or research, including the supervision of dissertations.

Applications for sabbatical leave (http://tulane.edu/provost/upload/Sabbatical-Leave-Request-Rev-7-22-08.pdf) should be accompanied by a clearly articulated plan of the work to be accomplished during the leave, the applicant's curriculum vitae, and a supporting statement from the applicant's chair/dean, stating how teaching duties are to be covered during the leave. The dean will ordinarily require that the faculty member applying for a sabbatical submit an acceptable project proposal and that the faculty member granted a sabbatical submit a report at its end. All requests for sabbatical must be submitted to the Senior Vice President for Academic Affairs and Provost for final approval.

Deans should take into consideration the following factors when making recommendations to the Senior Vice President for Academic Affairs and Provost; they will be directly considered by the Provost in making final decisions on sabbatical requests:

- Ongoing engagement with the creative enterprise relevant to their discipline
- A definite and well-defined research or study program must be submitted for approval. A candidate should indicate a timetable for completion of the project.
- Sabbatical leave will be allowed one semester on full salary or one academic year on half salary
- A faculty member on sabbatical leave should not engage in other activities for remuneration that would intrude on his or her sabbatical research.
- The absence of a faculty member should not jeopardize the academic program of his or her department.
- It is expected that the faculty member will return to the University for at least one year after sabbatical.
- A final report shall be provided to the dean upon the faculty member's return.
- Normally, sabbatical leave is taken immediately following the period of service to which the leave relates. The sabbatical leave privilege may not normally be accumulated; e.g., after 24 semesters, a sabbatical of four semesters may not normally be taken. On rare occasions when, at the specific request of the dean, a faculty member postpones sabbatical leave for the convenience of the department, an agreement with the dean may be made to bank time toward a future sabbatical. This mutual agreement in writing must be sought by the faculty member before the time is to be banked.
- Sabbaticals should be taken over consecutive academic periods (e.g., fall and spring semesters of a given academic year, or spring semester and fall semester of consecutive years, but not fall of one academic year and fall or spring of the following academic year). Benefits shall continue during the paid sabbatical.

A department may recommend to the dean exceptions to these policies, however, to facilitate work or to meet other needs of the department, the school, or the University. The Senior Vice President for Academic Affairs and Provost must approve such exceptions in writing.

(b) Eligibility

Full-time tenured faculty holding the rank of associate professor or above are eligible to request
3.5.3 Medical Leaves
This subsection summarizes the types of medical leave available. An individual on unpaid medical leave may qualify for payment of disability benefits, or for University insurance benefits, or both; for information, see the Work Force Management Organization website.

(a) Academic and Work-Life Balance
See Chapter 9.

(b) Medical Leave (UNPAID)
Faculty members who are unable to work due to an illness, injury, or disability (including pregnancy-related disability) may be eligible for an unpaid medical leave. Such individuals may qualify for disability benefits while on medical leave. The Provost may place eligible faculty members on medical leave for the period that they are unable to work. The Provost may place on leave without pay faculty members who are absent for more than two consecutive weeks, whether or not they qualify for disability benefits. Medical leave runs concurrently with all other leave for which a faculty member qualifies. Medical leaves for longer than one year are not regularly available, although the Provost may extend the leave.

A tenure track faculty member who has been granted medical leave may request an extension of the tenure decision date. Such extensions shall be requested in writing and shall be directed to the dean of the school for review and recommendation in writing to the Vice President for Academic Affairs and Provost, either prior to the leave or within six months after returning to regular activities.

(c) Statutory Family Care and Medical Leave (UNPAID)
Unpaid statutory Family Care and Medical Leave is governed by the provisions of the federal Family and Medical Leave Act. Eligible faculty members may take unpaid statutory Family Care Leave for the birth or adoption of a faculty member’s child; the placement of a foster child with the faculty member; or the serious health condition (as defined under state and federal law) of a faculty member’s child, spouse, domestic partner or parent. Eligible faculty members may take unpaid statutory Medical Leave for a faculty member’s own serious health condition (as defined under state and federal law) including disability on account of pregnancy, childbirth, or related medical conditions.

A faculty member generally may take up to 12 weeks of unpaid statutory Family Care and Medical Leave in a 12-month period, as detailed in the policies posted on the Work Force Management Organization website. A faculty member who takes leave for a pregnancy-related disability, followed by leave for birth-bonding, may take longer leave as detailed in the Work Force Management Organization website. Family Care and Medical Leave runs concurrently with all other leaves for which a faculty member qualifies. The faculty member may also qualify for paid parental leave as explained below, or disability benefits.

(d) Absences due to Illness
A faculty member who is absent because of illness for a brief period should make arrangements through his or her department chair or dean to see that his or her teaching and other responsibilities are met. Faculty members do not have a specific number of days a year during which they are allowed sick leave, and therefore do not accrue days of sick leave. Absences for more than seven consecutive days that are due to accident, illness or other temporary medical disability (including pregnancy, childbirth, and related medical conditions) may qualify the faculty member for disability benefits. Additional information is available from the Work Force Management Organization.

Insurance benefits ordinarily provided by the University, and for which the faculty member is otherwise eligible, will be continued during the period the faculty member is medically certified as unable to work due to a medical disability or serious health condition. The cost of coverage normally borne by the faculty member will remain the responsibility of the faculty member. Once a doctor has certified that the faculty member is medically able to return to work, the faculty member is responsible for paying the full cost of benefit premiums until he or she returns to active service.

3.5.4 Military Leave
The University grants military leave in accordance with law. Detailed policies are available on the Work Force Management Organization website.

3.5.5 Parental Leave (PAID)
See Chapter 9, Academic and Work-Life Balance.

3.5.6 Jury Duty
Leave for jury service is available to faculty as for other University employees as specified on the Work Force Management Organization website.

3.5.7 Vacation
Faculty members do not accrue vacation time.

3.5.8 Personal Leave of Absence (UNPAID)
Unpaid personal leaves of absence may be granted at the discretion of the Senior Vice President for Academic Affairs and Provost for faculty members who are not eligible for another type of leave (Illness, Family and Medical, Medical, or Parental Leave.) Personal leaves may be granted for one or two semesters and generally may not exceed one year.

3.5.9 Indefinite Leave
Both tenured and non-tenured faculty may be placed on what is called “indefinite leave” without duties or pay only as provided by Chapter 4.3.

3.5.10 Part-Time Leave
The Senior Vice President for Academic Affairs and Provost may grant a short-term partial leave of absence, one or two semesters at proportionate pay for part-time service, to any full-time faculty member. Faculty anticipating a leave without pay should consult the Work Force Management Organization for information about the effect of the leave on their fringe benefits.
Part-time service to accommodate family responsibilities or as a transition to retirement is provided for in Chapters 9 and 10. Tenured and tenure-track faculty are otherwise on full-time appointments unless extraordinary permission is granted by the Senior Vice President for Academic Affairs and Provost.

3.6 BENEFITS
http://tulane.edu/wfmo/benefits/upload/Faculty_BGuide-2012_v1211.pdf
Tulane University offers an extensive array of benefits, which are described in “Faculty Benefits Guide”. The Guide gives details of Tulane’s insurance options, retirement plans, tuition waiver program, flexible spending accounts, and other valuable benefits. For benefits-related questions, please contact a Benefits Team member of the Workforce Management Organization.

On a related note, Tulane University property is insured for losses due to fire, windstorm, malicious mischief, and flood damage. However, faculty-owned personal property is not covered under the University property insurance; and, therefore, faculty members must confer with their own insurance advisers on ways and means of protecting their personal property including books, equipment, etc. Also, Tulane faculty members are covered while acting within the scope of their employment under Tulane University's liability policy. The Office of Insurance and Risk Management monitors these policies. http://tulane.edu/counsel/oirm/

3.7 Policies on Conflict of Commitment and Interest
Tulane University is committed to compliance with legal and ethical standards addressing conflicts of interest in the academic, administrative and research activities of the University. The University has therefore implemented a policy addressing conflicts of commitment and interest in the following four parts:

• Part A – Policy of Tulane University on Conflicts of Commitment and Interest.
  This part of the policy applies to all employees of the University, certain researchers (whether or not University employees), and certain University subcontractors involved in research. This part establishes standards for identifying and responding to conflicts of commitment and interest.
    o Part A-1 establishes basic standards applicable to all employees other than researchers involved in certain federally-funded research.
    o Part A-2 establishes standards applicable to those employees, researchers and research subcontractors who are involved in certain federally-funded research. These standards include additional requirements to comply with the Public Health Service conflict of interest regulations.

• Part B – Policy of Tulane University on Conflicts of Commitment and Interest for Members of the Tulane University Medical Group and Health Care Providers.
  This part of the policy applies only to members of the Tulane Medical Group and certain other health care providers. This part incorporates federal and state laws addressing fraud and abuse.

• Part C – Conflicts of Interest for Investigators in Human Subjects Research.
  This part of the policy applies only to certain researchers that are involved in human subjects research. This part establishes enhanced disclosure requirements for such researchers. The standards, as applied to certain researchers and research subcontractors
involved in federally-funded research, include additional requirements to comply with the Public Health Service conflict of interest regulations.

• Part D – Policy for Conflicts of Interest of Institutional Review Board Members and Research Oversight Officials.
  This policy applies only to members of the University institutional review board and certain other University personnel/staff who oversee research. This part, as applied to institutional review board members, assists the University in complying with federal laws precluding such members from participating in the review of research in which the member has a conflicting interest.

These parts of the policy are collectively intended to ensure that the academic, administrative and research activities of the University are conducted in a fair and objective manner in accordance with the law and the best interests of the University.

A copy of this policy is posted on the University website (XXXXX) on a page accessible to all employees of the University, certain researchers (whether or not University employees), and certain University subcontractors involved in research as well as to the public. A revised copy will be posted within 30 days if and when the policy is amended.