

SUBJECT: Continuing Education and Extension Activities

1 Continuing education and extension activities shall be conducted in accordance with the
2 stipulations of the Standards of the College Delegate Assembly of the Southern Association of
3 Colleges and Schools.

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5 The following specific policies apply to continuing education and extension activities conducted
6 by LSU Eunice.

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8 A. Administration

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10 The Director of Continuing Education is charged with the primary responsibility for planning,
11 implementing, monitoring, and evaluating all continuing education and extension activities.

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13 Faculty and staff members are encouraged to suggest ideas for continuing education
14 activities. Suggestions for such activities should be channeled to the Director of Continuing
15 Education through and with the endorsement of the head of the academic or administrative
16 unit which would sponsor the activities in question.

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18 B. Faculty

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20 1. Full-time Faculty

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22 The policies relative to the selection of full-time faculty are contained in PS No. 12. Full-
23 time faculty may be assigned continuing education and/or extension activities as part of
24 their regular work load. When overloads exist, full-time faculty will receive additional
25 compensation in accordance with the provisions of PM No. 15. Full-time faculty desiring
26 to teach an overload will receive priority consideration to teach off-campus, night or
27 weekend courses, provided such faculty indicate their interest to the Director of
28 Continuing Education and their Division Head in the schedule planning phase for the
29 semester in question. The Division Head must also approve such overload
30 assignments.

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32 2. Part-time Faculty

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34 a) Selection of Part-time Faculty

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36 In judging the suitability of an applicant for a part-time faculty position, all aspects of
37 the professional preparation of the applicant will be considered. Generally, the
38 professional competency of part-time faculty in the field(s) in which they teach will be
39 attested to by appropriate graduate degrees. In specialized professional, technical,

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40 or vocational fields, other evidence of professional competency may be acceptable in
41 lieu of formal graduate training. The appropriate Division Head will review and
42 approved credentials of any part-time instructor hired through continuing education to
43 teach courses for credit.

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45 b) Appointment

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47 Part-time faculty shall be given one-semester term appointments in accordance with
48 the stipulations of Section 2-8 of the Bylaws and Regulations of the LSU Board of
49 Supervisors. All part-time faculty appointments are contingent upon acceptable
50 student enrollments in the faculty member's assigned classes.

51
52 c) Pay Scale. Part-time faculty will be paid in accordance with the following scale:
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Highest Degree	Salary per Three-Semester-Hour Course
Doctorate	\$1,950
Master's	\$1,800
Baccalaureate	\$1,700

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55 d) Orientation

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57 Part-time faculty will be furnished links to or copies of the following documents which
58 are intended to assist them in fulfilling their specific instructional responsibilities:
59 Handbook for Part-Time Faculty, LSU Eunice Catalog, and applicable course syllabi.

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61 Prior to the commencement of classes, either the Director of Continuing Education or
62 the appropriate academic division head will meet with each part-time instructor to
63 discuss the course syllabus, required textbook(s), and any other specifics that
64 pertain to teaching assignments.

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66 At appropriate times during each semester, the Director of Continuing Education will
67 convene workshops for part-time faculty. The major workshop topics will be:

- 68
69 1) Record Keeping
70 2) Academic Regulations
71 3) Teaching Effectiveness
72 4) Library Resources

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- 73 5) Student Support Services/Accommodated Services
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75 e) Evaluation
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77 1) The Director of Continuing Education or designee shall regularly visit after-hours
78 and weekend sites, on-campus and off, to observe and evaluate instruction. The
79 Director or designee will perform at least one unannounced in-class observation
80 of all new part-time faculty hired through Continuing Education during each
81 instructor's first semester of employment. Thereafter, part-time faculty will
82 receive unannounced in-class observations at least once per academic year.
83 The Director or his designee will use the standard LSU Eunice "Evaluation of
84 Teaching Performance" criteria in performing evaluations, the same criteria used
85 in evaluating full-time faculty. The appropriate Division Head may also
86 collaborate with the Director of Continuing Education in observation and
87 evaluation of part-time instructors.
88 2) Students in classes taught by part-time faculty will have the same opportunity as
89 those students taught by full-time faculty to evaluate the course through the
90 Student Evaluation of Instruction which is available electronically.
91 3) The Director of Continuing Education and/or the appropriate Division Head or
92 academic coordinator will interview part-time faculty to complete formal
93 administrative evaluations according to the schedule required in e.1 above. The
94 evaluation interview will include discussion of performance, including student
95 course evaluations, instructional practices, and observation(s) of the instructor's
96 class(es). A written evaluation signed by the Director of Continuing Education or
97 other academic administrator and the evaluatee will be filed with the part-time
98 instructor's permanent personnel record.
99 4) Part-time instructors are hired for one-semester terms as supplementary
100 teaching personnel on the basis of enrollment and staffing needs. Re-
101 employment of part-time faculty from semester to semester is never promised or
102 guaranteed, since the terms of re-employment are determined from semester to
103 semester by the University. Furthermore, LSU Eunice reserves the right not to
104 rehire any part-time faculty members whose performance is judged as
105 unsatisfactory in any aspect of teaching or course administration.

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107 C. Student Support Services for Off-Campus Classes
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109 The Delivery of Degree Programs Through Distance Education Technology of the Louisiana
110 Board of Regents and the Standards of the College Delegate Assembly of the Southern
111 Association of Colleges and Schools specify the type and quality of support services required

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112 for off-campus students. Additionally, the Guidelines for Distance Learning Library Services,
113 published by the Association of College and Research Libraries, specifically addresses library
114 services which should be made available to support off-campus courses. The
115 recommendations made in these various documents are to be implemented and student support
116 services provided in the following areas:

- 117 1. Academic Advisement
- 118 2. Professional Counseling
- 119 3. Veterans' Affairs
- 120 4. Financial Aid
- 121 5. Library Services

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123 Affected administrative officers should periodically review the off-campus support services
124 under their jurisdiction to ensure that the services provided exceed minimal standards and that
125 the needs of off-campus students are being adequately addressed.

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127 D. Off-Campus Physical Facilities

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129 Off-campus physical facilities should provide a suitable environment for the conduct of planned
130 educational activities. All arrangements for physical facilities will be made by the Director of
131 Continuing Education. These arrangements must include written authorization for the use of the
132 facilities from the owner(s), including a specification of any rental or lease expenses involved.

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134 E. Off-Campus Registration and Orientation. Planning for off-campus registration and
135 orientation should include the following provisions:

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137 1. The Director of Continuing Education will be responsible for making arrangements for
138 appropriate registration space at off-campus sites and for advance publicity concerning
139 such registrations.

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141 2. Administrative officers providing academic and/or student support services will be
142 responsible for providing appropriate representation from their offices at off-campus
143 registrations.

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145 3. The Registrar will be responsible for having registration personnel in place at the off-
146 campus location well in advance of the advertised time of registration.

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148 4. During the first week of classes, the Office of Continuing Education will be responsible
149 for publicizing the rooms in which classes will meet at off-campus locations as well as
150 the location of late registration activities, if any.