

**SUBJECT: Continuing Education and Extension Activities**

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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 Commission on Colleges.

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

7  
8 A. Administration

9  
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.

17  
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 Credit Hour
Doctorate	\$650
Master's	\$600
Baccalaureate	\$567

54  
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.

60  
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.

65  
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-  
78           hours and weekend sites, on-campus and off, to observe and evaluate  
79           instruction. The Director, or designee, will perform at least one unannounced in-  
80           class observation of all new part-time faculty hired through Continuing Education  
81           during each instructor's first semester of employment. Thereafter, part-time  
82           faculty will receive unannounced in-class observations at least once per  
83           academic year. The Director, or designee, will use the standard LSU Eunice  
84           "Evaluation of Teaching Performance" criteria in performing evaluations, the  
85           same criteria used in evaluating full-time faculty. The appropriate Division Head  
86           may also collaborate with the Director of Continuing Education in observation  
87           and 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 Commission on Colleges specify the type and quality of

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

122  
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.

126  
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.

133  
134 **E. Off-Campus Registration and Orientation.** Planning for off-campus registration and  
135 orientation should include the following provisions:

- 136  
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.
- 140  
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.
- 144  
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.
- 147  
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.