College of Education and Human Development
Policies and Procedures

The University of Louisiana at Monroe

Throughout this document, the following abbreviations are used to signify the related position and individual.

Dean – (Thomas)
ADG –Associate Dean for Graduate Studies and Accreditation (Holland)
ADU – Assistant Dean for Undergraduate Studies (Flowers-Gibson)
AA1— Administrative Assistant 1 (Lanham)
AA2—Administrative Assistant 2 (Price)
BFM – Business & Facilities Manager (Doherty)

The policies and procedures for the College of Education and Human Development
are communicated to the faculty, staff, and students through
this handbook, the web, e-mails, and meetings.

CEHD Policies and Procedures
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I. Student-Related Policies and Procedures

The College of Education and Human Development adheres to and abides by the rules set forth in the ULM Student Policy Manual available online at www.ulm.edu/studentpolicy

Please refer to this online manual for questions about Academics and Procedures such as Academic Probation, Suspension, and Readmission, Regulations, Appeal, ACT Assessment, Adding and Dropping Courses, Appealing a Grade, Auditing Courses, Billing Procedures, Changes of Curricula/Catalog, Cheating and Plagiarism, Class Attendance, Classification of Students, Classroom Behavior, Computing Grade Point Average, Course Load, Credit Examinations, Degrees with Honors, Graduation Ceremonies, Honors Program, Incomplete or " I" grade, Makeup Examinations, President's and Dean's List, Repeating Courses, Requesting a Transcript, Resignations and Drops ("W" Grades), Transfer Credits, and more.

1. Records
Responsibility: AA1, AA2
Procedure:
> The Dean's office maintains a file for every student. The file contains a copy of the student's transcript, and other relevant documents, including Praxis scores for Teacher Education majors. Each departmental office maintains advising files for current students consisting of advisement forms and degree checksheets.

Communication: Dean's Office to Department Heads or Faculty advisors.

2. Recruitment, Retention, and Recognition

- *Browse on the Bayou/ Career Fair*

Responsibility: Department Head or designee (when appropriate)
Procedure:
> Department Heads and faculty volunteers set-up the departmental display, work at the booth during the event, and take the display down after the event.

Communication: Dean's Office to Department Head to Faculty.

- *PREP/POP*

Responsibility: Dean, Department Heads, Summer Teaching Faculty
Procedure:
> The Dean speaks at all welcome and informational events for students and/or parents. The ADG or ADU speaks in the event of the Dean's absence. The Department Heads and/or summer faculty volunteers meet with students to advise them, assign advisors, give them checksheets, and help them register for classes. Department Heads provide a list of advisors to the Dean's Office.

Communication: Dean's Office to Department Head to Faculty.

- *Student Professional Clubs and Associations*

Responsibility: Faculty Advisors and Student Leaders
Procedure:
> Students interested in becoming a member of a Professional Club or Association should talk to the faculty advisor for that club or their Department Head to find out about the membership requirements.

Communication: Faculty Advisor or Department Head to students. Events sponsored by the students' organizations are advertised on the bulletin boards and announcements are made in class.

- *Award Ceremonies*

Responsibility: ADU

Procedure:

The ADU chairs a committee for College activities. The Committee makes arrangements and obtains information from the departments. The Committee notifies the Department Head and faculty of the ceremony and of the need for information.

Communication: The Department Head and faculty notify students of the ceremony and reception through announcements in classes, e-mails, and posted signs.

3. Student Complaints

Responsible Party: Department Head or designee (when appropriate)

Procedure:

The procedure for formal complaints regarding faculty or students follows the ULM Student Policy and Organizational Handbook guidelines. For informal complaints, students or faculty should follow the general chain of command. Students must first attempt to resolve any complaints with the faculty member. If there is no resolution, then the student speaks with the Department Head. The Department Head will then consult with the appropriate faculty member. If the Department Head and the faculty member are unable to resolve the issue, they will consult with the ADU for undergraduate students or ADG for graduate students and, as a last resort, with the Dean to find a solution that will be satisfactory for both student and faculty member. Student complaints are handled on a case-by-case basis.

Communication: The Dean informs the Department Heads of the procedures. The Department Heads inform faculty and students as the need arises. Students who come directly to the Dean's office are given the information by the administrative staff.

4. Grade Appeals

Responsible Party: Faculty, Department Heads, CEHD Undergraduate Review Committee or CEHD Graduate Review Committee, and Dean

Procedure:

Students are directed to follow the procedure as outlined in the Student Policy Manual.

Communication: Faculty and Department Heads are reminded of the procedure so that they may inform students. The Dean's staff is also aware of the procedure so that they may inform students.

5. Students Advising

Responsible Party: Department Head or designee (when appropriate)

Procedure:

The Department Heads assign an advisor to each student who is accepted into a program. Department Heads keep a record of the students' names and their assigned advisor. At the time an advisor is assigned, the appropriate administrative assistant will enter the name of the advisor on screen 119 in CICSPLUS. During the advising period, faculty members will post sign-up sheets for advising times on their office doors.

Communication: The Department Head notifies the student and faculty advisor of the assignment. Student Advisees' lists are posted on departmental bulletin boards during the advising period.

6. CEHD Scholarships

Responsible Party: BFM, Department Heads, Dean, Scholarship Committee

Procedure:

Any requests for CEHD Scholarship information and application should be directed to the BFM. The BFM contacts the students applying for a scholarship and makes sure that the proper paperwork is filled out and documentation turned in. The BFM then consults with the Department Head and the Scholarship Office to determine if the student is eligible for any of the CEHD Scholarships. The BFM forwards the recommendation for scholarship award from the Department Head to the Dean, who sends out an award notice to the Scholarship Office and to the recipient of the scholarship.

Communication: The BFM communicates with the Department Heads, the Scholarship Office, the Dean and the prospective students. The BFM sends out e-mails to the Department Heads to let them know when a scholarship is available.

II. Faculty-Related Policies and Procedures

The College of Education and Human Development adheres to and abides by the rules set forth in the CEHD Faculty Handbook available online at http://www.ulm.edu/cehd/resources.html

1. Mid-Term and Final Grades Posting
Responsible Party: Department Head or designee (when appropriate)
Procedure:
> Faculty members are responsible for posting all grades before the set deadline – for assistance, faculty members should contact the Registrar's Office.

Communication: The Registrar's Office notifies Department Heads when grades are not turned in, and the Department Head follows up with the faculty member.

2. Textbook Orders
Responsible Party: BFM
Procedure:
> The BFM sends out a notification e-mail to faculty members detailing the Textbook Adoption Policy, and listing the deadline for submission. The Textbook Adoption Form is also attached to the e-mail. The BFM then collects the information, double checks that all the required data is included and compiles it into one main CEHD file that is submitted to Auxiliary Enterprises. The BFM also forwards the hard copies signed by faculty members and Department Heads to Auxiliary Enterprises.

Communication: The BFM communicates the policy to the Department Head by email and in the Department Heads meeting, and the Department Head notifies faculty.

3. Teaching Schedules
Responsible Party: Department Head and faculty
Procedure:
> Department Heads determine what courses are to be offered and collaboratively work with faculty to make assignment of courses.

Communication: Department Heads assigns the courses and report the assignments to faculty members and to the Dean's Office which informs the Registrar's Office.

4. 14-Day Class Rosters
Responsible Party: AA2, Dean's Office, and Department Head or designee (when appropriate)
Procedure:
> The Department Heads are notified when the rosters are in the Dean's Office. A pink sheet is placed on the front of the departmental stack of rosters to signify the due date. The stacks of rosters are placed in departmental boxes for the Department Heads to distribute to faculty members. Department Heads also notify faculty by email. Department Heads send signed rosters back to the Dean's Office. Ms. Price checks against the master list, and notifies the Department Heads of missing rosters.

Communication: The Dean's Office notifies faculty and the Department Heads and faculty of the availability of the rosters, the deadlines, and the procedures.

5. New Faculty Paperwork
Responsible Party: AA1 and Department Head or designee (when appropriate)
Procedure:

New faculty complete paperwork through the Department of Human Resources.
Communication: The Office of Human Resources provides Department Heads with the list of materials to be completed. Department Heads with the help of the Dean's Office communicates with the new faculty member.

6. Endowed Professorships
Responsible Party: Dean, ADG, BFM, Endowed Professorship Committee
Procedure:
    The Endowed Professorship Committee, chaired by the ADG, identifies openings for Endowed Professorships and notifies the faculty members. The Committee reviews the applications for new appointments as well as the evaluations for reappointments and sends a recommendation memo to the Dean. The Dean then sends the final recommendation to the Office of Academic Affairs. The BFM maintains and update the main Endowed Professorship file and make sure that the proper payroll paperwork is processed. The BFM also communicates with the Endowed Professors to let them know when their annual reports are due. Questions about Endowed Professorship expenditures should be directed to the BFM.
Communication: The Dean sends out appointment notifications to the recipients of Endowed Professorships. The BFM then works closely with the Endowed Professors to answer any of their questions.

7. Travel Policies and Procedures
Responsible Party: BFM, Department Heads
Procedure:
    The CEHD abides by the Louisiana State rules and regulations set forth in the ULM Travel Policy and Regulations available online at www.ulm.edu/controller/policies.htm or at http://www.doa.state.la.us/osp/Travel/TravelOffice.htm . All travel-related paperwork should be routed through the Dean's Office for approval prior to and after the travel has taken place.
Communication: Questions regarding ULM and state travel policies and procedures should be directed to the BFM or directly to the Controller's Office.

8. Purchasing Policies and Procedures
Responsible Party: BFM, Department Heads
Procedure:
    The CEHD abides by state rules and regulations set forth in the ULM Purchasing Policies and Procedures available online at www.ulm.edu/purchasingoffice
Communication: Questions regarding purchasing policies and procedures should be directed to the BFM or directly to the Purchasing Office.

III. General Administrative Policies and Procedures

1. Mail Distribution
Responsible Party: AA2
Procedure:

When mail is delivered to the CEHD Dean's office, it is sorted by department and put in departmental mailboxes in the dean's office. Department Heads or their designees pick up the departmental mail and distribute to faculty boxes. Faculty boxes are available during working hours unless specified otherwise. Faculty may notify the dean's office if they are expecting certain mail, and the dean's staff will accommodate the faculty member.

Communication: Department Head notifies faculty of the policy and either pick up the mail personally or has someone else deliver it.

2. Departmental Copy Center Usage
Responsible Party: BFM
Procedure:

A monthly report is received directly from the Copy Center listing the names of the professors, the date and the number of copies they made that month. The total cost is charged to the CEHD Educations Operations account. The monthly reports are filed in the Dean's Office. Faculty members are contacted only if the number of copies they made that month seems unusually high to double check that the charges are accurate. Faculty members and staff should use their ULM IDs to access the Copy Center's main and satellite buildings. Faculty members and staff who have trouble accessing any of the Copy Center satellites centers or have questions about the Copy Center should contact the BFM.

Communication: The BFM notifies the Department Heads if there are any problems.

3. Phone Call Screening and Information
Responsible Party: AAs and Dean's Office
Procedure:

In most cases, Ms. Thompson is the initial greeter for walk-ins and incoming telephone calls. Ms. Thompson refers inquiries to the appropriate person for further handling.

Communication: Department Heads are informed of the procedure in the Department Head's meetings, Department Heads notify faculty members, and the Dean's Office assigns the administrative assistant.

4. Information Flow from Provost to Dean to Departments
Responsible Party: Dean
Procedure:

The Dean holds weekly or bi-weekly Administrative Council Meetings with the CEHD Department Heads and Directors when the schedule permits to relay information from the Provost. The Dean also sends out regular e-mail notifications and posts meeting minutes on the CEHD web site. CEHD faculty meetings take place at least once a semester and whenever needed for special announcements.

Communication: The Provost provides information to the Dean, the Dean delivers the information to the Administrative Council who then share it with the faculty.

5. Supplies (Ordering and Distribution)
Responsible Party: BFM
Procedure:

Faculty and staff members send their requests for standard office supplies via e-mail to the BFM, who then delivers the items to their office. Requests for special or expensive supplies are handled on a case-by-case basis and require the Dean's approval. The CEHD abides by state rules and regulations set forth in the ULM Purchasing Policies and Procedures available online at www.ulm.edu/purchasingoffice

Communication: The BFM informs the Department Heads who then share the procedure with the faculty.

6. Securing Multimedia Classrooms

Responsible Party: BFM
Procedure:

The BFM checks that the multi-media classrooms are locked when not in use throughout the day and at the end of the regular work day (5:00 p.m.). Faculty members teaching night classes are responsible for making sure that the classrooms are locked and secure after their classes are over. The Strauss Hall Instructional Technology wing, where the main student computer lab is located, is locked at 8:00 p.m. Monday Through Thursday and at 12:00 non on Friday by a student worker.

Communication: Contact the BFM if a classroom is found unlocked.

7. Notification That a Person is Last One to Use a Classroom

Responsible Party: BFM
Procedure:

The BFM uses CICSPLUS to find out which faculty member is the last one to use a room and notifies Department Heads and the faculty members that they are responsible for locking up the room.

Communication: The BFM notifies the person who is responsible for locking up.

8. Class Cancellation Notification

Responsible Party: Department Head or designee (when appropriate)
Procedure:

When a class is canceled the Department Head, with assistance from the Dean's Office staff, contacts the students by phone or e-mail to advise of cancellation and to suggest another class. If the Department Head is not available (Summer or between semesters) the Dean's staff make the phone calls or send the e-mails.

Communication: The Department Head notifies the Registrar and the Dean's Office. An administrative assistant notifies the students and prepares the signs that a student worker posts.

9. Room Reservations and Schedule Change Notifications

Responsible Party: BFM, AAs in Dean's Office
Procedure:

The BFM contacts the Dean's Office before the first day of class for the list of class cancellations, room changes, and schedule changes. Signs reflecting the changes are then posted on doors. Requests for room changes or room reservations after the semester started are also routed through the BFM. The use of departmentally designated special purpose rooms are first cleared through the departmental offices.

Communication: The BFM notifies the Department Head, Dean's Office, and Registrar's Office of the change.

10. Inventory

Responsible Party: BFM, Departmental Inventory Custodians, Department Heads

Procedure:

Once a year, an inventory certification report for each department is completed and submitted to the Office of Property Control. The report includes all items with an original acquisition cost of more than $1,000. Each department is responsible for making sure that the proper forms are submitted to Property Control when items are moved to different locations throughout the year; when an item needs to be disposed of, or if an item is used off campus. In case of theft, the Department Head must immediately file a report with the ULM Police and send the report to the Office of Property Control.

Communication: The BFM reminds the Department Heads and Departmental Inventory Custodians of the policy and works closely with them to conduct and compile the yearly inventory certification report and to make sure that the proper paperwork is being filed to move or dispose of an item.

11. General Facility and Safety Procedures

Responsible Party: BFM, Departmental Safety Coordinators

Procedure:

The BFM conducts quarterly Building Safety Inspections and holds mandatory quarterly safety meetings for the Dean's Office. Departmental Safety Coordinators also hold quarterly safety meetings and send their reports to the ULM Office of Environmental Health and Safety. Any potential safety hazards in or around Strauss Hall or any of the CEHD buildings should be reported to the BFM who then contacts the appropriate office to report the problem (Maintenance, Physical Plant, ULM Police, etc.)

Communication: The BFM send outs quarterly e-mail notifications to CEHD employees reminding them to report safety hazards or concerns.

12. Computer Labs Schedules and Workers

Responsible Party: BFM

Procedure:

The CEHD Computer labs (Strs 154, Strs 160, Strs 266, Strs 356, and COLM 29) are funded through STAP funds. The BFM works closely with the Computing Center to identify potential student workers. The BFM creates and monitors the computer labs' student workers' schedules. The BFM signs off on the workers' monthly timesheets and supervises the daily operation of the computer labs including ordering paper and toner cartridges supplies from the Computing Center. On occasions, the BFM reserves the labs for training or exams. Any requests for lab reservations should be directed to the BFM.

Communication: The BFM works closely with the Computing Center to ensure that the hiring and monthly payroll paperwork are turned in.

IV. Other ULM Policies and Procedures

The CEHD also abides by the rules, policies and procedure set forth by the following entities:

1. Office of Student Life and Leadership: Student Policy Manual
Available at http://www.ulm.edu/studentpolicy/

I. Academics and Procedures
      Academic Probation, Suspension, and Readmission Regulations
      Appeal.
      ACT Assessment .
      Adding and Dropping Courses
      Appealing a Grade
      Auditing Courses
      Billing Procedures Changes of Curricula/Catalog
      Cheating and Plagiarism
      Class Attendance
      Classification of Students
      Classroom Behavior. Computing Grade Point Average
      Course Load.Credit Examinations
      Degrees with Honors
      Graduation Ceremonies
      Honors Program.
      Incomplete or " I" grade
      Makeup Examinations
      President's and Dean's List
      Repeating Courses
      Requesting a Transcript
      Resignations and Drops ("W" Grades)
      Transfer Credits

II. General University Information
      Accident or Health Emergency
      Athletic Tickets for Students
      AXIS TV System
      Check Cashing Procedure
      Computer Access and Use
      Confidentiality of Student Records
      Debt Information
      Decorating Regulations (Campus Advertising)
      Food and Drink Policy
      Identification Cards
      Insurance for Students
      KXUL Radio
      Library
      Meal Plan Contracts
      Refunds
      Skateboards / Skates / Rollerblades

Solicitation Off-Campus by ULM Students
Solicitation On-Campus, including Residence Halls
Speakers and Entertainers
Standards of Dress
Student Publications Policy
Telephone Access

III. Student Services
Career Services
Computer Labs
Counseling Center
Accommodations for Students with Special Needs
Special Need Parking
Testing Accomodations Procedures
Grievance and Appeal Procedures
Financial Aid Services, Office of
Speech and Hearing Clinic Services
Student Health Services
Student Success Center
Testing Center

IV. University Policies
Alcohol Policy
Hazing Policy
Housing Policy
Immunization Policy
Medical Withdrawal Policy
Non-Discrimination Policy
Refund Policy
Sexual Assault Policy
Sexual Harassment Policy
Sexual Misconduct Policy
Smoking Policy
Smokeless Tobacco Policy
Substance Abuse Prevention Policy
Travel Abroad Policy
Weapons on Campus Policy

V. Safety and Security
Crime Stats

VI. ULM Code of Student Conduct
Censures (Disciplinary Sanctions)
Hearing Procedures Guidelines
Appeal Procedures
Student Records
Notification of Rights under FERPA
Organizational Chart of ULM Collegiate Due Process

VII. Student Government Association Policy
VIII. Student Organization Handbook
IX. Equal Employment Opportunity Policy
X. ULM Fight Song & Alma Mater

2. Controller's Office Policies
Available at www.ulm.edu/controller/policies.htm
- Cashing Employee or Student Checks Policy
- Cash/Check Handling Procedures
- Cash - Temporary Petty Cash Requesting and Receiving Procedures
- Employee Self Service Instructions
- Faculty/Staff Tuition Fee Exemption/Waiver Policy
- Leave of Absence Without Pay for Unclassified Employees and Faculty Policy
- Long Distance Telephone Policy
- Non-Resident Alien Tax Policy
- Overload and Payroll Vouchers Policy & Procedure
- Recoupment of Overpayments Policy and Procedure
- Special Meals Policy
- Student Refund Distribution Policy
- Student Worker General Policy
- Travel Policy
- Travel Procedures
- Travel Procedures, International
- Tuition and Fees Refund Policy

3. Human Resources Policies
Available at http://www.ulm.edu/hr/policies.html
- Americans With Disabilities
- Anti-Discrimination and Harassment Policy
- Civil Service Promotional Pay
- Compensatory Leave
- Crisis Leave Pool (Classified Employees Only)
- Dependent Fee Exemption
- Demotion Pay
- Drug-Free Workplace
- Drug Testing
- Employee Class Enrollment
- Equal Employment Opportunity Policy
- Extraordinary Qualifications/Credentials
- Family Medical Leave
- Flexible Work Hours
- Grievance Procedure Unclassified Non-Faculty
- Insurance Coverage for Separating Employees
- Leave Prior to Separation
- Mandatory Training Policy
- Optional Pay Policy & Questionnaire

- Return to Work
- Smoking
- Unscheduled Absence Policy
- Workplace Violence
- Worker's Compensation Policy

4. Purchasing Policies
Available at www.ulm.edu/purchasingoffice

5. Property Control Policies
Available at http://www.ulm.edu/forms/#anchor276756
- Equipment Exchange Report
- Release Equipment for Repairs
- Request for Disposition of Untagged Property
- Authorization for Off Campus Use of Property
- Interdepartmental Transfer of Property
- Disposition of Tagged Property
- Addition to Departmental Inventory
- Request to Move Property within Department
- Theft Report

6. Environmental Health and Safety Policies
Available at http://www.ulm.edu/safety/
- Safety Manual
- Safety Coordinators
- Driver Safety Program
- Safety Meetings & Training
- Building & Facilities Safety Program
- Radiation Safety Program
- University Key Policy
- Confined Space Policy
- Water Vessel Safety Program
- Animal/ Pet Policy
- Utility Vehicle Safety Policy

7. Office of Graduate Studies and Research
Available at http://www.ulm.edu/gradschool/
- Admissions
- Graduate Assistantships
- Graduate Work Study

8. Office of Recruitment/Admissions
Available at http://www.ulm.edu/enrollment/
- Admission Requirements
- How to Apply
- International Students
- Financial Aid
- Scholarships