

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 Commission on Colleges.

4
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.

12
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

19
20 1. Full-time Faculty

21
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-15. Full-time faculty desiring to
26 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.

31
32 2. Part-time Faculty

33
34 a) Selection of Part-time Faculty

35
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,

SUBJECT: Continuing Education and Extension Activities

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.

44
45 b) Appointment

46
47 Part-time faculty shall be given one-semester term appointments in accordance with
48 the stipulations of Part 2, Chapter 2, Section 2-8 of the [Bylaws and Regulations](#) of
49 the LSU Board of Supervisors. All part-time faculty appointments are contingent
50 upon acceptable 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:

53

Highest Degree	Salary per Credit Hour
Doctorate	\$650
Master's	\$600
Baccalaureate	\$567

54
55 d) Orientation

56
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

SUBJECT: Continuing Education and Extension Activities

73 5) Student Support Services/Accommodated Services
74

75 e) Evaluation
76

- 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.
106

107 C. Student Support Services for Off-Campus Classes
108

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

SUBJECT: Continuing Education and Extension Activities

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**

128
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.