

# CHAPTER III

## FACULTY AND STAFF

### SECTION II. PERSONNEL ACTIONS

- A. Chief Executive Vacancies. For all appointments to vacancies in the chief executive position at any institution under the jurisdiction of the Board, three months' written notice, or less at the option of the Board, shall be provided to the Board through the System President in order that all applicants who qualify may be given an official application and that the proper committee, after interviewing such applicants, may make recommendations to the Board for final selection.
- 1) Chief Executive Search Procedure. Upon receipt of notice of an incumbent president's decision to retire or resign, the following process shall be followed:
    - a. Appointment of Search Committee. The Chair of the Board of Supervisors for the University of Louisiana System shall appoint a search committee of at least six members of the Board, and a faculty member of the affected institution, selected by the Faculty Senate of the affected institution. The System President shall serve as the non-voting Chair of the search committee. The student member on the Board shall serve as one of the appointed members. The Chair's selection of the other Board members shall be such that a majority of them shall have the strongest ties with the institution in question. Other members of the Board are encouraged to attend meetings of the search committee. However, only those appointed to that committee may vote as it exercises its function of preparing its recommendations for the Board.
    - b. Selection Procedure. The detailed procedure to be employed and the timetable to be followed in carrying out the search shall be designated by the search committee as its first order of business. The committee shall present the procedure and timetable to be used to the Board at its next official meeting. The search committee shall visit the campus early in the process and obtain input from the Student Government Association, Faculty Senate and alumni association regarding desired qualifications for candidates (see "Credentials of Candidates" below). The committee may also request input from other groups or individuals as deemed appropriate. In accordance with L.R.S. 17:3303, the individual to fill the presidential vacancy shall be appointed by the Board, taking into consideration the recommendation(s) of the System President.
    - c. Credentials of Candidates. The search committee shall prepare a statement of minimum qualifications for candidates which are appropriate

for the role, scope and mission of the institution. A candidate shall be expected to have an earned doctorate from an accredited institution and successful experience in an institution of higher education. In exceptional cases, however, a candidate having an extraordinary record of leadership and accomplishments, but lacking one or more of the above specified credentials, could be considered and recommended by the search committee.

- 2) Appointment of Acting or Interim Chief Executive. The Board may choose to appoint an acting or interim president upon the recommendation of the System President.
- B. Approval of Personnel Actions. All personnel actions shall be brought before the Board for ratification based on recommendations of the System President.
- C. Unclassified Administrative Personnel.
- 1) Generally All unclassified administrative staff shall hold their administrative appointment at the pleasure or will of the Board of Supervisors and no employment of an administrative position shall begin prior to Board approval. However, the System office may grant emergency authorizations to proceed on a temporary basis, pending Board action.  
  
The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.
  - 2) Vice Presidents, (Academic, Non-Academic) Deans and Athletic Directors Pursuant to searches conducted in accordance with the guidelines established in the Policy and Procedure Memorandum, the recommended appointments shall be submitted for approval by the Board as individual agenda items. Employment shall not commence prior to official Board action. All terms and conditions of employment shall be submitted to the System office for review. (Revision approved 10/27/11)
  - 3) Qualifications for Academic Administrators Each academic administrator (Department Head, Director, Dean, or Vice President) who is to be appointed with rank and in a tenure track position shall have an earned degree in a field appropriate to the position. In addition, each administrator shall have the earned doctorate or appropriate terminal degree for his/her discipline. Exceptions to this requirement may be made for community colleges or other special situations.

Such exceptions must be approved by the System President. (Addition approved 8/30/95)

- 4) Temporary Appointments No individual shall be appointed on a temporary (“acting” or “interim”) basis for more than 12 months. After that period, should the position not be filled by someone on a permanent basis, the temporary incumbent may only be reappointed if a truly compelling need exists and then only for a period not to exceed an additional 12 months. The reappointment of the temporary incumbent must be submitted for Board approval. Any request for reappointment must include justification. (Addition approved 3/21/97) (Revision approved 10/27/11)
  
- D. Classified Employees. The Board grants authority to the presidents of the colleges and universities within the University of Louisiana System, or their designees, to hire or dismiss any classified employee in compliance with state law and appropriate Civil Service Commission regulations. All such action shall be deemed approved by the System Head and Board and no further action by either shall be required. (Revision approved 6/25/99)
  
- E. Reemployment of State Retirees. The reemployment of state retirees shall be governed by the rules of the applicable State retirement systems and Board Rule C-III, Section II of the Board Rules. (Revision approved 10/24/08)
  
- F. Selective Service System Registration for Unclassified Positions. In accordance with L.R.S. 42:33, an individual shall be ineligible for employment or appointment in an unclassified civil service position (faculty or staff) with the Board or institutions within the University of Louisiana System if he:
  - 1) Was born after December 31, 1960, or is or was required to register under Section 3 of the Military Selective Service Act (50 U.S.C. App. 453), and
  - 2) Is not so registered or knowingly and willfully did not so register before the requirement terminated or became inapplicable to the individual. (Addition approved 9/26/97)