LSU Health
NEW ORLEANS
School of Allied Health Professions

FACULTY MANUAL

PREAMBLE

The purpose of this manual is to aid faculty of the School of Allied Health Professions (SAHP) at Louisiana State University Health Sciences Center – New Orleans (LSUHSC-NO) in the daily performance of their assigned duties. It should be considered a supplement to, but not a replacement for the LSUHSC-NO faculty handbook, which is required reading for all faculty.

Revisions to this manual are managed by the School's associate dean for academic affairs.

The LSU Health New Orleans logo is a registered trademark of LSUHSC-NO. The LSU Health New Orleans logo is the official symbol that conveys the identity of LSUHSC-NO. This forward-looking nomenclature designates all educational, clinical and outreach entities that fall under the New Orleans mother ship. Branding does not change the legal name of the University. The name remains Louisiana State University Health Sciences Center - New Orleans. The brand identity for LSUHSC-NO is LSU Health – New Orleans followed by the respective Health Sciences Center school name. LSUHSC and LSU Health – New Orleans are used interchangeably, one is the legal institutional name, and one is the brand name, respectively. The brand name is used to designate the LSU Health System.

Table of Contents

1.0 General Information
- 1.1 Accreditation
- 1.2 Mission
- 1.3 History of the School
- 1.4 Organizational Chart
- 1.5 Strategic Plan
- 1.6 Information Technology
- 1.7 Emergency Response
- 1.8 Faculty Workload

2.0 Faculty Assembly
- 2.1 Delegates
- 2.2 Committees

3.0 Teaching-Related Resources
- 3.1 Syllabus Components
- 3.2 Room Reservation
- 3.3 Testing Center Reservations
- 3.4 Moodle
- 3.5 Student Accommodations
- 3.6 Course/Instructor Evaluations
- 3.7 Academic Self-Service
- 3.8 Grade Change Procedure
- 3.9 Academic Calendar
- 3.10 Reporting Student Academic/Professional Misconduct
- 3.11 Course/Curriculum Revision Process
- 3.12 Student Withdrawal
- 3.13 Academic Progression
- 3.14 Student Grade Appeals

4.0 Non-Teaching-Related Resources

- 4.1 New Faculty Orientation
- 4.2 Curriculum Vitae
- 4.3 Faculty Evaluation
- 4.4 Promotion and Tenure
- 4.5 Sabbatical/Educational Leave
- 4.6 Employee Self-Service
- 4.7 Faculty Income/Research Incentive Compensation Plans
- 4.8 Faculty Travel Procedures
- 4.9 Lactation Room

4.10 Holiday Schedules
4.11 Reporting Various Areas of Concern

1.0 GENERAL INFORMATION

1.1 ACCREDITATION

Louisiana State University Health Sciences Center - New Orleans is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees. LSUHSC-NO also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of LSUHSC-NO may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

1.2 MISSION

The mission of the SAHP of the LSUHSC-NO is to provide quality education, leadership, research, and public service through direct patient care and community outreach by clinical healthcare professionals. The SAHP comprises the following disciplines, including medical laboratory science, speech-language pathology, audiology, occupational therapy, counseling, physical therapy, physician assistant studies, respiratory therapy, and cardiovascular sonography. The SAHP also includes the Human Development Center, which provides programs to increase the capacity of healthcare providers for individuals with developmental and acquired disabilities.

1.3 HISTORY OF THE SCHOOL

The School of Allied Health Professions was established by the Board of Supervisors on April 2, 1970 and became operational July 1, 1970. Programs were offered on the New Orleans and Shreveport campuses until March 25, 2004, when the Board of Regents approved a plan to separate the campuses administratively. The LSUHSC-NO SAHP currently comprises the following departments: Cardiopulmonary Science, Medical Laboratory Science, Communication Disorders, Interdisciplinary Human Studies, Occupational Therapy, Physical Therapy, Counseling, and Physician Assistant Studies. Baccalaureate degrees (Bachelor of Science) are offered in Cardiopulmonary Science and Medical Laboratory Science. The Department of Communication Disorders offers a Master of Communication Disorders degree in speech-language pathology and a Doctor of Audiology (AuD) degree. The Department of Occupational Therapy offers the Master of Occupational Therapy degree, the Department of Physical Therapy offers a Doctor of Physical Therapy degree, and the Department of Counseling offers the Master of Health

Sciences degree. The Department of Physician Assistant Studies offers a Master of Physician Assistant Studies degree. A full accounting of the history of the School can be found here.

All educational programs of the School are approved by the appropriate state agencies, and are accredited by the appropriate credentialing body.

1.4 ORGANIZATIONAL CHART

The School's organizational chart can be found here.

1.5 STRATEGIC PLAN

The School's strategic plan can be found here.

1.6 INFORMATION TECHNOLOGY

The SAHP offers computer support from 3 individuals, 2 of whom are housed on the 6th floor of the Nursing/Allied Health building, and one of whom is in room 404 of the Human Development Center. The SAHP computer support page offers many tutorials and answers to frequently asked questions. Specific requests for information technology (IT) service should be made through the IT Service Desk, which can be accessed through the MyLSUHSC tab on the LSUHSC-NO homepage.

1.7 EMERGENCY RESPONSE

All SAHP faculty should familiarize themselves with the LSUHSC-NO emergency preparedness website (by clicking on Campus Info and Administration on the LSUHSC-NO home page) as well as the weather-related emergency procedures of the Health Sciences Center and the School.

1.8 FACULTY WORKLOAD

Duties are assigned to faculty in the areas of teaching, research/scholarship, and service. The distribution of effort in these three areas may vary among faculty members and from one semester to the next. This faculty effort distribution variation allows faculty contributions to meet program and institutional needs. Changes may occur to balance the scholarly and service activities of faculty members with their responsibility to deliver a high-quality academic program.

2.0 FACULTY ASSEMBLY

The Faculty Assembly of the School of Allied Health Professions (SAHP) consists of all full-time faculty members (75% FTE or greater) with academic rank of Instructor or above. Its purpose is

to provide a means of communication between faculty and administration, and to provide a formal mechanism for faculty input into academic processes.

2.1 DELEGATES

The Faculty Assembly is represented by nine delegates, each of whom is elected for a 3-year term, and two alternate delegates. Faculty Assembly delegate meetings are held on the second Tuesday of each month and are open to all members of the faculty. SAHP faculty members who wish to add an item to the monthly meeting agenda may contact any Faculty Assembly delegate or alternate delegate.

2.2 COMMITTEES

The Faculty Assembly delegates maintain oversight over all School committees, with the concurrence of the dean of the SAHP. The Faculty Assembly president and the dean of the SAHP establish and charge ad hoc committees as necessary. Each committee, in turn, reports activities monthly to the Faculty Assembly delegates. The list of standing SAHP committees can be found here, under Administration on the School's website.

3.0 TEACHING-RELATED RESOURCES

3.1 SYLLABUS COMPONENTS

The required components of each syllabus are posted in a Syllabus Requirements Policy on the website of the vice chancellor for academic affairs, under Academic Affairs Policies.

3.2 ROOM RESERVATION

Select rooms on floors 6 through 10 of the Nursing/Allied Health building and in the Human Development Center may be reserved through this link. Additional rooms throughout the Health Sciences Center may be reserved using this link.

3.3 TESTING CENTER RESERVATIONS

Faculty are encouraged to use the testing center in room 332 of the Human Development Center (411 South Prieur Street) to administer exams securely and with IT support. Reservations of the testing center may be made using this form, which should be submitted after receiving an email from IT toward the end of each semester.

3.4 MOODLE

Moodle is the learning management system used by LSUHSC-NO to deliver course material. Tutorials on Moodle can be found on the LSUHSC-NO website and through Moodle Academy.

3.5 STUDENT ACCOMMODATIONS

Faculty may need to allow students to take exams with extra time or in a separate environment from the rest of the class. These and other accommodations may be granted by the Office of Disability Services. Students are responsible for completing an accommodation letter request form and then giving the accommodation letter to each faculty member who will be affected. Accommodations may be further refined for application within a particular course and/or clinical placement by the faculty.

3.6 COURSE/INSTRUCTOR EVALUATIONS

Toward the end of each semester students receive an email asking them to complete course and instructor evaluations with CoursEval. Faculty are asked to encourage students to complete these evaluation surveys, perhaps as an in-class activity. Results can be accessed by clicking on the CoursEval icon found at the top of a course Moodle page.

3.7 ACADEMIC SELF-SERVICE

Academic self-service is the website faculty use to confirm student attendance and enter grades. It is found on the LSUHSC-NO home page by clicking on MyLSUHSC and then Self-Service. Instructions for using Academic self-service can be found on the PeopleSoft Support page.

3.8 GRADE CHANGE PROCEDURE

An electronic grade change form should be completed and emailed to the registrar. The appropriate form can be found here, along with instructions.

3.9 ACADEMIC CALENDAR

Important dates in the academic calendar are located under Student Affairs on the SAHP Administration web page.

3.10 REPORTING STUDENT ACADEMIC/PROFESSIONAL MISCONDUCT

A faculty member with knowledge or evidence sufficient to justify a charge of student academic or professional misconduct should complete an incident report form, found on the LSUHSC Cares website, within 5 days of having knowledge of the alleged misconduct. A faculty member

cannot punish a student for alleged academic misconduct without having gone through the formal process. Complete procedures for reporting student misconduct can be found here.

3.11 COURSE/CURRICULUM REVISION PROCESS

A faculty member who wishes to change some aspect of a course that they teach should initially discuss the change with their department head. The change should then be approved by all faculty in the department. Revisions may include changes to course description or content (if significant). The department head will typically be a member of the SAHP Academic Affairs Committee and will need to enter the appropriate course and curriculum (if necessary) revision information in the Curriculog website. These revisions will then be presented at an Academic Affairs Committee meeting early in the Spring Semester. A new course will require new course information to be entered into Curriculog, including a syllabus. If desired, faculty may enter the necessary information into available forms that mimic the Curriculog website and email the forms to Amanda Saxon, who will then enter the data into Curriculog. This process prevents the registrar from having to permit Curriculog access for untold numbers of faculty.

3.12 STUDENT WITHDRAWAL

Students in good academic standing may request a leave of absence for reasons such as illness, personal circumstances, or participation in academic or research opportunities, subject to approval by the dean. Short-term leaves require coordination with faculty to complete missed coursework, while longer leaves require individualized arrangements made in advance with the dean and the Office of Student Affairs. Students may also voluntarily withdraw from the School at any time, though those seeking readmission must reapply and be reviewed by the appropriate promotions committee. Requests for a leave of absence or withdrawal require notification of the program director and completion of the appropriate change of academic status procedures through the Office of Student Affairs. Please refer to the Student Handbook for additional information.

3.13 ACADEMIC PROGRESSION

Students are expected to maintain satisfactory academic progress and meet both course and GPA requirements established by the School and their individual department. Undergraduate students must maintain a minimum 2.0 GPA, while graduate professional students must maintain a minimum 3.0 GPA, and all students are required to earn satisfactory grades in required coursework and clinical prerequisites. Students who earn unacceptable grades or fall below GPA requirements may be placed on scholastic probation, required to repeat coursework, delayed in progression, or dismissed from the program depending on the severity and recurrence of academic deficiencies. Additional policies apply regarding repeated coursework, graduation eligibility while on probation, and program completion timelines; please see the full policy here. Please refer to AA-17 for information regarding Incomplete grades.

3.14 STUDENT GRADE APPEALS

The School maintains a formal grade appeal process to ensure students have an opportunity to seek review of final course grades in a fair and timely manner. Students must initiate appeals within ten working days of the end of the semester, beginning with direct communication and written documentation submitted to the course director. If a resolution is not reached, the appeal may advance through additional levels of review, including the department head and the associate dean of academic affairs, with established procedures and timelines governing each stage. In select cases, a hearing panel composed of faculty and student representatives may be convened to provide recommendations prior to a final institutional decision; please see the full policy here.

4.0 NON-TEACHING-RELATED RESOURCES

4.1 NEW FACULTY ORIENTATION

New faculty receive an orientation from both Human Resource Management and from the SAHP. Ideally, the School orientation session will occur as soon as possible after the date of hire, but that may depend upon the number of new faculty hires. New faculty should look for an email indicating the date and time of such a session.

4.2 CURRICULUM VITAE

Faculty should complete their curriculum vitae using the Health Sciences Center's standardized format, which can be found here.

4.3 FACULTY EVALUATION

At the beginning of each calendar year faculty are asked to complete the Faculty Supplemental Rating Form as part of their annual evaluation by the department head. In addition, faculty must sign a Performance Plan Letter describing their performance objectives and time allotments for the upcoming year. These forms are located on the SAHP administration home page, under Resources, Faculty Resources, and Forms for Faculty.

4.4 PROMOTION AND TENURE

All faculty should familiarize themselves with the School's promotion and tenure procedures, standards, and criteria, found here. The LSU System form, along with instructions, are found on the same web page, as is a necessary signatory page to be included at the end of the promotion dossier. Any questions regarding promotion and/or tenure should be directed to the chair of the Promotion and Tenure Committee.

4.5 SABBATICAL/EDUCATIONAL LEAVE

A faculty member who wishes to apply for sabbatical or educational leave should refer to PM-12. Application information can be found here and packets should be submitted to the chair of the Promotion and Tenure Committee by August 1 at least one year prior to the requested beginning of leave.

4.6 EMPLOYEE SELF-SERVICE

The website for faculty to submit annual or sick leave, or to view paycheck information or W-2 forms, is Employee Self-Service. It is found on the LSUHSC-NO home page by clicking on MyLSUHSC and then Self-Service. Instructions for using Employee Self-Service can be found on the PeopleSoft Support page.

4.7 FACULTY INCOME/RESEARCH INCENTIVE COMPENSATION PLANS

Faculty who bring in external funding through a contract with a clinical facility (arranged with assistance from the School's assistant dean for administration and finance) or through research grants are eligible to supplement their pay. Faculty income may also be supplemented via faculty practice in departments that have a faculty practice clinic. Faculty income plans for the School and for each participating department, can be found here. The School's research incentive compensation plan is located here.

4.8 FACULTY TRAVEL PROCEDURES

Each SAHP department receives a travel budget, which will determine the type and amount of travel available for faculty each year. Faculty members who are approved to travel should familiarize themselves with the LSU travel procedures, making sure to click on each subheading under Travel on the Accounting Services web page. Important resources are permanent memorandum 13 and the Travel Reimbursement Checklist, both of which are found on the above website. Each department's administrative assistant/coordinator should be a helpful resource as well.

4.9 LACTATION ROOM

A lactation room is available to all SAHP faculty, staff, and students in room 845A of the Nursing/Allied Health building.

4.10 HOLIDAY SCHEDULES

Each year's holiday schedule can be found in permanent memorandum 5.

4.11 REPORTING VARIOUS AREAS OF CONCERN

Faculty who have concerns regarding Title IX and power-based violence, bias and discrimination, ethics violation, employee relations, or other areas should complete the corresponding incident report form on the LSUHSC Cares website. The report will then be forwarded to the appropriate individuals for follow-up.