

LOUISIANA TECH UNIVERSITY

BARKSDALE PROGRAM

PART - TIME

FACULTY

HANDBOOK

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INTRODUCTION

The Louisiana Tech University Barksdale Program is accredited by the commission on colleges of the Southern Association of Colleges and Schools.

Louisiana Tech at Barksdale offers three on-base undergraduate degrees which are designed specifically for Air Force people. The Associate of General Studies, the Bachelors of General Studies, the Bachelor of Science in Electrical Engineering Technology.

Three graduate degrees are offered. They include the Master of Arts in Guidance and Counseling and the Master of Arts in Industrial Organizational Psychology, and the Master of Business Administration.

Louisiana Tech at Barksdale operates on a quarter calendar, using semester hours. Most classes meet once a week for four hours in the evening. Some classes meet two evenings a week for two hours. Morning, noon, and afternoon classes (which meet one hour a day, four days a week) are also offered for the convenience of students. On occasion, some courses are offered in a six-weeks' session.

Louisiana Tech's Barksdale office is located in room 312 of the Education Center, 723 Douhet Drive, Building 4314. Information is available Monday-Friday, 8:30 a. m. to 5:30 p. m., or by calling 456-5005 or 456-5006.

BARKSDALE PROGRAM MISSION STATEMENT

The Barksdale Program reflects the university's mission in general and paragraph four of its mission statement in particular, which is to extend educational opportunities beyond the campus. The Barksdale Program's goals follow in part from this and in part from the mission of Air Force Education as described in Air Force instruction 36-2306 and in the current Memorandum of Understanding between Louisiana Tech University and Barksdale Air Force Base.

The Barksdale Program's goals are to provide high quality educational degree programs and to assure the timely completion of these programs. y, The Louisiana Tech Barksdale Program will meet the contractually defined educational needs of active duty

Air Force personnel, their dependents, federal employees of the base, military and federal civil service retirees, and civilians from the local community.

ORGANIZATIONAL STRUCTURE

The university's organizational structure for conducting the Barksdale Program is as follows: The director is the chief academic officer of the Program and reports directly to the vice-president. The director coordinates with the academic deans and department heads and with the other administrative officers of the university as needed.

PART-TIME AND TEMPORARY APPOINTMENTS

Part-time and temporary appointments are extended to persons of satisfactory professional qualifications who perform temporary teaching, research or administrative support functions as needed. Part-time and temporary personnel are selected from a pool of applicants by the director. Part-time and temporary personnel are appointed for one quarter. Time spent in part-time or temporary appointment shall not be counted as tenure earning service nor are any other benefits from the university or the state granted. The Barksdale Program director makes teaching assignments for all part-time faculty.

OFFICIAL TRANSCRIPT

Official transcripts must be kept on file in the director's office and in the personnel office.

CURRICULUM VITAE

A current vitae must be kept on file in the director's office.

BASE PASSES

To be admitted to Barksdale Air Force Base, a base pass must be presented to the gate guard. For information about the procedure for obtaining a base pass, call the Administrative Secretary, Clerk III, or Secretary I at 456-5005 and 456-5006.

Remember that civilians are subject to federal law while on Barksdale Air Force Base and are also subject to search by the Air Force Security Police when

entering, while on, or when leaving Barksdale Air Force Base.

DRIVING ON BASE

While operating a motor vehicle on Barksdale AFB, a driver must have in his or her possession a valid driver's license, proof of current insurance, current vehicle registration, and a visitor pass. Vehicles must also have current inspection stickers as required by the state. The traffic code for Barksdale AFB is an assimilation of state and federal laws. Driving while under the influence of either drugs or alcohol is strictly prohibited. The speed limit on base is 25 MPH unless otherwise posted and is enforced by radar. The use of radar detectors and jammers is prohibited on base. The housing areas are designated no thoroughfare except for housing residents. Barksdale AFB uses a point system for moving violations. If a driver receives a total of 12 points within 12 months or 18 points in 24 months, he or she is subject to loss of base driving privileges. Seatbelt use is mandatory while on the base.

PARKING ON BASE

"No parking" areas on base include but are not limited to reserved parking spaces (at any time), seeded areas (grass), sidewalks, on a street facing the flow of traffic, within 15 feet of a fire hydrant, within 25 feet of an intersection, or any place obstructing the flow of traffic. The dormitory parking lots are designated as parking areas for staff and dormitory residents only. Recommended parking areas include the chapel parking lot (west of the Education Center), the Base Exchange parking lot, the hospital parking lot, or the large parking lot east of Kenney Ave. Individuals receiving three parking citations within 90 days or less may lose base driving privileges for 90 days.

PROHIBITED ITEMS

Weapons, illegal drugs, and drug paraphernalia are prohibited on Barksdale AFB. Prohibited weapons include firearms, pellet guns, BB guns, paintball guns, bows and arrows, underwater spear guns, slingshots, throwing spears, knives with blades in excess of three and one-half inches, swords, machetes, metal or brass knuckles, blackjacks, nunchakus, blasting caps, fireworks, and similar items.

PAYROLL FORMS

Part-time instructors are paid on the last day of the month. All paper work involving payroll must be completed at the beginning of each quarter in the director's office. The office needs a copy of a current driver's license and a copy of the social security card.

COURSE SYLLABI

At the beginning of the quarter, you must provide each student a syllabus and provide one copy to the Tech office for the departmental file. The syllabus must contain the following information:

Your name, course name, course number, section number, and term;
 Author and title of textbook;
 Goals and requirement of each course, nature of course content, and methods of evaluation;
 Examination and other grading requirements;
 Class attendance regulations.

The course must conform to its description in the University Bulletin. Schedule of classes and university policies regarding holidays and final class meetings must be adhered to.

FACULTY COUNSELING

Faculty must be available at scheduled times for consultation with students. Teaching faculty are to work with and seek guidance from resident professors in their disciplines.

STUDENT EVALUATIONS

All faculty must be evaluated by their students during the fall and winter quarters. Evaluation packets and instructions will be given out from the director's office during the last two weeks of those quarters. Student evaluation results are kept in each instructor's personnel file in the director's office.

ABSENCE FROM WORK

All faculty members are expected to meet their classes promptly at the scheduled time. A faculty member who is to be absent because of illness or for other reasons must notify the director as soon as

possible.

University policy requires all part-time instructors to complete attendance reports each month as a condition of continued employment. Upon receipt from the Office of Personnel, the Barksdale Program administrative secretary distributes attendance reports to all part-time instructors and graduate assistants who complete, sign, and return their reports to the administrative secretary. These attendance reports are signed by the director and are forwarded by the administrative secretary to the Office of Personnel; copies are kept on file in the Barksdale Program Administrative office.

MINIMUM LENGTH FOR ACADEMIC COURSES

A three-semester-hour course should meet a minimum of 2,250 minutes during the academic term. Final exam periods may be counted as class time when computing required minutes and required days.

Day classes will meet for one hour (11:00 a.m.-12 noon, 12 noon-1:00 p.m.), four days a week or two hours (3:30-5:30 p.m.) two days a week.

Evening classes will meet for four hours (5:00-8:45, 5:30-9:15 p.m.) one day a week or for two hours (5:30-7:20 p.m., 7:30-9:20 p.m.) two days a week.

CLASS ATTENDANCE

Student Responsibilities. Upon registration, students accept the responsibility to attend regularly and punctually all classes in which they are enrolled. The student is responsible for making arrangements satisfactory to the instructor regarding absences. A student shall submit excuses for class absences to the appropriate instructor within three class days following the student's return to his respective class. For classes which meet once a week, the excuse shall be presented no later than one calendar week following the student's return. **All military students will be excused for documented military duty and will be allowed to make up any missed assignments without penalty.**

Faculty Responsibilities. It is the responsibility of the individual instructor to establish specific policy regarding class attendance. Faculty members are required to state in writing and explain to their students the expectations in regard to class attendance at the

beginning of the term. Each instructor must keep a permanent record for each class. When a freshman or sophomore student receives excessive unexcused absences (ten percent of the total classes) in any class, the instructor may recommend that the student be dropped for the class roll.

CLASS ROLLS

First day class rolls are available for distribution to the faculty before classes on the first class day. Faculty should check their class attendance records, using these rolls, and direct any student not listed on the first day roll to the director's office, Education Center 312. Any student registering or adding a class after regular registration will have a copy of the drop/add form confirming registration.

Ninth day class rolls showing the class enrollment after all registrations and schedule changes have been made are distributed to the faculty on the tenth class day with instructions to return a signed copy of each roll to the director's office by the stated deadline. This signed copy is used to correct any errors and to note any students listed on the rolls who are not attending class.

Final class rolls are distributed during the seventh week of the quarter and should reflect the final official enrollment in each class. Faculty members are asked to report any errors to the director's office immediately.

GRADING SYSTEM

Louisiana Tech University's system of grading is traditional:

"A"	is given for the highest degree of excellence that is reasonable to expect of students;
"B"	denotes superior work;
"C"	denotes average work;
"D"	is given for a quality of work that is considered the minimum for receiving credit for the class;
"F"	is used to denote that a student has

failed the class and that the work must be repeated for credit.

"I" plus the average grade on the work completed is used to denote failure of the student to complete all assigned class work or the failure to take the final examination or both. It is the responsibility of the student to request an "I" grade of the instructor. If the student's work is of passing quality, the instructor may assign a grade of "I" plus the average letter grade on all work completed. **A grade of "IF" cannot be granted.** If an instructor grants a grade of "I," it is the instructor's responsibility to let the student know what work is still required, when the work is due, and then to personally report the final grade to the director's office before the deadline listed in the quarter calendar.

"W" grades and "W plus the average letter grade" are given in accordance with the college calendar published in the quarterly class schedule. The faculty are reminded that before the end of the "W" drop period each student must have an indication of his or her progress in each class. In most cases, this indication will involve the administering, grading, and returning to the student at least one major examination before the "W" drop deadline. If a student resigns from all classes after the first five weeks of a quarter, the instructor will submit grades of "W" plus the student's average letter grade at the time of withdrawal. These "W plus averages" will be recorded on the student's permanent record and will be included in the computation of the GPA when the student is being considered for probation or suspension for that quarter. The hours of a class in which the student receives a grade of "WF" will be charged in hours attempted and will be computed as an "F" in the

student's cumulative GPA.

"S" is used on the Pass-Fail Option. Quality points are not awarded and the course is not figured in the grade point average. Credit hours earned are recorded.

"NC" denotes no credit earned or hours charged and is not computed in any average.

EXAMS ON FILE

Make up exams are kept in locked files in the administrative office. All faculty members may keep make-up work and handouts for their students in these locked files. Students may make up any exams missed during regular office hours.

GRADE BOOKS

You must keep accurate records of grades, performance, and other criteria pertinent to your final evaluation of the student. Ask the department office staff for a grade book. It may become part of the proceedings in case of a dispute over a grade.

FINAL EXAMINATIONS

There are twelve weeks of registration, classes, and closing each quarter. It is the responsibility of the instructor to conduct his or her classes; to test and grade the students, including any comprehensive finals, in a manner appropriate to the particular class; and to make a timely report of the final grades of his or her students.

POLICY CONCERNING STUDENT SOCIAL SECURITY NUMBERS

Student grades on examinations and in courses taken at Barksdale may not be posted. All faculty and staff of the university are to refrain from the use of social security numbers and student names in any public use. Please tell students that the secretarial staff will not provide grades.

STUDENT EDUCATION RECORDS

Louisiana Tech is subject to the provisions of federal law known as the Family Rights and Privacy Act (the Buckley Amendment), affording students rights of access to education records. Student grades may not be released to third parties.

GRADE REPORTING

One week before the end of classes each quarter, grade sheets are distributed to the faculty. These sheets are to be used by the faculty to submit final grades. The grade sheets are due in the director's office on the day and time listed on the calendar.

PROCEDURE FOR CHANGING A GRADE

Grade changes for students must be initiated by the instructor. Grade change forms are available in the director's office. The grade change is approved and signed by the director before the registrar's office is authorized to change the grade. The student, the director, and the instructor are notified of the change after the grade is officially changed by the registrar's office.

FACULTY CONTROL OF CLASSROOMS

Academic misconduct is determined by the instructor under whom such misconduct occurs. The penalty for cheating and other forms of misconduct is also determined by the instructor. This penalty may be an "F" in the class, but lesser penalties may be given at the discretion of the instructor. In the event the student is resistant to classroom discipline, the problem may be reported to the director.

Faculty members are responsible for the

appearance of their classrooms. All classrooms used at Barksdale Air Force Base by Louisiana Tech instructors must be left clean and orderly. Food is not allowed in any of the Base classrooms. Faculty and students may have drinks in the Education Center and the Chapel Annex classrooms, but in no other classrooms may anyone bring in drinks.

FINAL GRADE AND ACADEMIC APPEALS PROCEDURE

A final grade in a class represents the cumulative evaluation and judgment of the faculty member the university has placed in charge of that class.

If a student feels the final grade or an academic decision in a class was not determined in accordance with university policies or was determined arbitrarily, the student may appeal the grade by following this procedure:

1. Confer with the faculty member, setting forth clearly all points of concern. If unsatisfied with the results of the conference, then
2. Confer with the director of the Barksdale Program, setting forth clearly all points of concern.

If the student remains unsatisfied, then

3. Write a letter of appeal to the director. This letter must be received by the director within the first ten regularly scheduled class meeting days of the term immediately following the term in which the appealed grade was received and be an accurate and complete statement of all facts pertaining to the matter. The director will send copies of the letter to the faculty member. Falsification may result in disciplinary action.

The director may make a decision, which would be final in the matter, or refer the appeal to the college's committee on standards for review and recommendation. The committee's report would be a recommendation to the director, whose decision would be final.

In the case where a grade penalty is given to a student because of academic misconduct, the student has the right to appeal the grade penalty as well as the charge of academic misconduct in accordance with the grade and academic appeals procedure.

TEXTBOOKS

Textbook orders and required materials are sent to the Tech Bookstore by the director eight weeks before the beginning of each quarter. The Barksdale Program uses the same textbooks as the campus. Books can be bought during the day of regular registration in the Education Center 103. Textbooks are sold in the main office room 312 for about three weeks into the quarter.

The only buy-back period for textbooks is during the day of regular registration. The bookstore does not buy back novels, study guides, and supplementary materials. The Louisiana Tech University Barksdale office does not buy back any textbooks.

FACULTY DESK COPIES

Arrangements for faculty desk copies must be made with the administrative secretary. Faculty desk copies may not be obtained from the bookstore textbook consignment.

LIBRARY SERVICES

The Base Library is located across the street from the Education Building and behind Burger King. Both faculty and students are encouraged to use the library. However, only military personnel may check out books. You may place books and copied materials on reserve for student use in the Base Library.

You may also use the Prescott Memorial Library on the Louisiana Tech University main campus in Ruston or by typing in the following Internet link to the library at <http://www.latech.edu/tech/library>.

MAINFRAME ACCESS AND COMPUTER LAB USE

Access to the Louisiana Tech Mainframe may be arranged in the Tech office. Students and faculty may

use the computer lab at anytime other than a scheduled computer class time. The PC's are IBM compatible and include a variety of word processing programs installed on the hard drive. The computer labs are located in the Education Building in rooms 103 and 105.

USE OF HUMAN SUBJECTS

Louisiana Tech University has filed an assurance of compliance with the Department of Health and Human Services regarding its implementation of the provisions of the regulations for the protection of human research subjects. All research projects involving human subjects, both sponsored and non-sponsored projects, must be reviewed and approved by the Institutional Review Board for Use of Human Research Subjects before the research project is initiated as well as periodically during the conduct of the research project. A faculty member planning to conduct a research project or to supervise a student's research project that will involve the use of human subjects should call the Director of University Research.

MAILBOXES AND MESSAGES

Each part-time faculty member will be assigned a mailbox in the main office. Check your box before each class for memoranda and telephone messages.

DUPLICATING CLASS MATERIALS

Arrangements must be made with the administrative secretary for duplicating services.

AUDIO-VISUAL EQUIPMENT

The Barksdale Program provides televisions, VCRs, overheads, slide projectors, smart boards, and smart carts for classroom use. The secretarial staff will reserve the equipment you need for your class.

CONCLUSION

A United States Air Force Air Combat Command QES site team recommendation, this handbook is a supplement to the Louisiana Tech University Faculty-Staff Handbook.