



**LOUISIANA TECH UNIVERSITY**

**BARKSDALE PROGRAM**

**PART-TIME FACULTY HANDBOOK**

## TABLE OF CONTENTS

Table 1:

<b>Section Heading</b>	<b>Page</b>
Introduction	3
Barksdale Program Mission	3
Barksdale Program Goals	3
Organizational Structure	4
Part-time and Temporary Appointments	4
Official Transcripts	4
Curriculum Vitae	4
Base Passes	4
Driving on Base	4
Parking on Base	5
Prohibited Items	5
Payroll Forms	5
Course Syllabus Format	5
Faculty Counseling	6
Student Evaluations	7
Absence from Work	7
Minimum Length for Academic Courses	7
Class Attendance	7
Class Rolls	8
Grading System	8
Exams on File	9
Grade Books	9
Final Examinations	9
Policy Regarding Student Social Security Numbers	9
Student Education Records	10
Grade Reporting	10
Procedure for Changing a Grade	10
Faculty Control of Classrooms	10
Final Grade and Academic Appeals Procedure	10
Textbooks	11
Faculty Desk Copies	11
Library Services	11
Mainframe Access and Computer Lab Use	12
Use of Human Subjects	12
Mailboxes and Messages	12
Duplicating Class Materials	12
Audio-Visual Equipment	12
Conclusion	12

## **INTRODUCTION**

Louisiana Tech University is accredited by the commission on colleges of the Southern Association of Colleges and Schools. The Barksdale Program is a geographically separated facility of Louisiana Tech that operates as a tenet on Barksdale AFB.

Louisiana Tech has offered on-base degree programs at Barksdale Air Force Base since September 1965. Working in conjunction with the Department of the Air Force, Louisiana Tech provides postsecondary education programs designed to meet the needs of Air Force personnel. While enrollment priority is given to military members; retirees, civil service workers, dependents, and off-base civilians are eligible to attend as well.

Louisiana Tech at Barksdale offers three on-base undergraduate degrees. These include the Associate of General Studies, the Bachelor of General Studies, and the Bachelor of Arts in Psychology.

Three graduate degrees are offered. These include the Master of Arts in Guidance and Counseling and the Master of Arts in Industrial Organizational Psychology, and the Master of Business Administration. Also offered is a graduate-level certificate in Information Assurance.

Louisiana Tech at Barksdale operates on a quarter calendar, using semester hours. Most classes meet in the evenings, one day per week from 5:30-9:15 p.m. while some evening classes may meet twice per week, 5:30-7:20 p.m. or 7:30-9:20 p.m. Day classes will typically meet for one hour, 11:00 a.m.-12 noon, 12 noon-1:00 p.m. four days a week. On occasion, some courses are offered in a six-weeks' session.

The Louisiana Techs Barksdale office is located in room 312 of the Education Center, 723 Douhet Drive, Building 4314. Information is available Monday through Friday, 8:30 a.m. to 5:30 p.m., or by calling 318-456-5005 or 318-456-5006.

## **BARKSDALE PROGRAM MISSION**

The Barksdale Program reflects the University's mission to extend educational opportunities beyond its traditional campus. Louisiana Tech understands its community and civic obligations. Through on-campus learning, through its off-campus presence, through outreach programs and continuing education, the University will continue to enhance the quality of life and the economic development of the region, state, and nation.

## **BARKSDALE PROGRAM GOALS**

1. Provide high quality educational degree programs
2. Assure the timely completion of these programs

3. 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 for academic affairs. 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 TRANSCRIPTS**

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 Tech Barksdale office at 318-456-5005 or 318-456-5006. 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 Forces when entering, while on, and 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 drivers' 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 LIDAR 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, nun-chucks, blasting caps, fireworks, and similar items.

## **PAYROLL FORMS**

Part-time instructors are paid on the last day of the month. All paperwork involving payroll must be completed at the beginning of each quarter in the director's office.

## **COURSE SYLLABUS FORMAT**

At the beginning of the quarter, you must provide each student a syllabus and provide one copy to the Barksdale Program director for the departmental file. To help ensure standardization, please include as a minimum the following information on each syllabus:

1. Course name, course number, section number, term, and meeting times;
2. Your name and contact information;
3. Catalog course description;
4. Course prerequisites;
5. Intended audience;
6. Author and title of textbook;
7. Online component information;

8. Course Objectives, Standards Alignment, and Assessment Procedures;
9. Instructional strategies;
10. Evaluation and assignments;
11. Grading scale and procedures;
12. Attendance regulations;
13. Diversity perspectives;
14. Classroom civility statement;
15. Plagiarism rules;
16. Students with special needs statement;
17. Emergency notification system statement;
18. Academic honor code statement;
19. Important dates for the quarter;
20. Course outline by units/calendar;
21. Any additional resources;
22. Additional contact numbers/email.

The course must conform to its description in the University Catalog. Instructors must adhere to the schedule of classes and university policies regarding holidays and final class meetings. Please see the [University Catalog](#) for wording of official policy statements and [Academic Calendars](#) for class schedules.

Accommodations for students with disabilities: Students needing testing or classroom accommodations based on a disability are encouraged to discuss those needs with the instructor as soon as possible. [The Office of Testing and Disability Services](#) will help all students needing a memo for assistance.

Academic Honor Code: In accordance with the [Academic Honor Code \(PDF\)](#), students pledge the following: Being a student of higher standards, I pledge to embody the principles of academic integrity.

Emergency Notification System (ENS): An appropriate syllabus statement would be "[Emergency Notification System](#): All Louisiana Tech students are strongly encouraged to enroll and update their contact information in the Emergency Notification System. It takes a few seconds to ensure you are able to receive important text and voice alerts in the event of a campus emergency."

## **FACULTY COUNSELING**

Faculty must be available at scheduled times for consultation with students. Expectations for scheduled times are either one hour prior to or after class periods, or 30-minutes prior and 30-minutes afterward. Faculty should work with and seek guidance from resident professors in their disciplines.

## STUDENT EVALUATIONS

All faculty must be evaluated by their students during the fall, winter, and spring 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 coordinator 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 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 meets 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.

## 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.** The University attendance policy may be viewed in the [Attendance – Policies and Procedures](#) page of the Louisiana Tech website.

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. 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. 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 by contacting the administrative office Monday through Friday, 8:30 – 4:30 p.m.

## **GRADE BOOKS**

You must keep accurate records of grades, performance, and other criteria pertinent to your final evaluation of the student. These may become part of the proceedings in case of a grade dispute.

## **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 REGARDING STUDENT SOCIAL SECURITY NUMBERS**

**Student grades on examinations and in courses taken at Barksdale may not be posted for public viewing.** 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 front office personnel will not provide grades to students.

## **STUDENT EDUCATION RECORDS**

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

## **GRADE REPORTING**

One week before the end of classes each quarter, the Registrar will remind all faculty members to submit final grades in the university's computer information system in a timely manner. This affects graduation and proper reporting procedures.

## **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, 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 along with the results of the conference with the faculty member.
3. If the student remains unsatisfied, then 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. Students may determine which textbook is used for their course by searching [Louisiana Tech University Bookstore](#).

## **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 Center 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 visit [Louisiana Tech University Library](#).

## **MAINFRAME ACCESS AND COMPUTER LAB USE**

Access to the Louisiana Tech mainframe may be arranged in the Tech Barksdale office. Students and faculty may use the computer lab at any time other than a scheduled computer class time. The computer labs are located in the Education Center in rooms 103 and 105.

## **USE OF HUMAN SUBJECTS**

Louisiana Tech University has filed as 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 coordinator for duplicating services.

## **AUDIO-VISUAL EQUIPMENT**

The Barksdale Program classrooms are equipped with audio-visual equipment for your use. Please ensure the equipment works to your satisfaction prior to each class period.

## **CONCLUSION**

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