

# University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to James Bryant Smith, Chair of the Policy and Procedure Committee email: james.smith@nicholls.edu

<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<b>Section Number/Title:</b>
<b>Effective date:</b>	February 25, 2014 (approved by President's Cabinet)
<b>Source of Change:</b>	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
<b>Office of origin:</b>	Office of Academic Affairs
<b>Key contact person:</b>	Dr. Sue Westbrook, Provost and Vice President for Academic Affairs
<b>Name and location of related documents (forms, guidelines, samples, etc.):</b> <i>Provide electronic attachments when possible</i>	Electronic attachments: Academic Council Minutes, February 19, 2014; President's Cabinet Minutes, February 25, 2014.
<b>Policy/procedure applies to (check all that apply):</b>	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
<b>Submitted by:</b>	Dr. Sue Westbrook, Provost and Vice President for Academic Affairs

**REASON FOR CHANGE:** To define a 10-month faculty member.

***Procedure(s):***

**PROPOSED CHANGE:** Adjust PPM documentation, 2.3.4 Duration of Contracts to reflect the change approved February 25, 2014 by the President's Cabinet.

FROM:

2.3.4 Duration of Contracts

Unless otherwise specifically defined in an individual contract of employment, contracts for the academic year shall normally commence not more than five (5) working days prior to the scheduled beginning of classes and end not later than three (3) working days after spring commencement. Unless otherwise specifically defined in an individual contract of employment, contracts for the fiscal year shall commence on July 1 and end on the following June 30.

TO:

2.3.4 Duration of Contracts

Unless otherwise specifically defined in an individual contract of employment, contracts for the academic year shall be defined as:

9-month faculty - This appointment is considered to be continuous from the beginning of the fall Faculty Convocation, or three (3) working days before fall semester classes begin, through the spring semester commencement.

10-month faculty – This appointment is considered to be continuous beginning one week before each Faculty Convocation, or eight (8) working days before fall semester classes begin, and one week after the spring semester commencement.

Unless otherwise specifically defined in an individual contract of employment, contracts for the fiscal year shall commence on July 1 and end on the following June 30.

Reviewed: N/A  
Vice President for Student Affairs

Reviewed: [Signature]  
Vice President for Finance and Administration

Reviewed: Sue Westbrook  
Provost and Vice President for Academic Affairs

Approved: [Signature]  
President

<b>For PPM Committee use only:</b>	
<b>Date Reviewed by PPM Committee</b>	
<b>Date Approved by President’s Cabinet</b>	
<b>President’s Approval (signature) obtained</b>	
<b>Addition/Revision to P&amp;P Manual (date, Section, made by)</b>	Date: Section: Made by:
<b>Date of Campus Notification</b>	

## 2.3.4 Duration of Contracts

Unless otherwise specifically defined in an individual contract of employment, contracts for the academic year shall normally commence not more than five (5) working days prior to the scheduled beginning of classes and end not later than three (3) working days after spring commencement. Unless otherwise specifically defined in an individual contract of employment, contracts for the fiscal year shall commence on July 1 and end on the following June 30.

### .12.3.3 Academic Daily Salary Rate Calculation for 9–Month Employees

Academic year appointments are considered to be 9–month appointments, extending from mid–August to mid–May. This appointment is considered to be continuous from the beginning of the fall Faculty Institute through the spring commencement.

The academic daily rate is based on 195 days (9 months) at 8 hours per day (1,560 hours per year). For example,

9 month academic salary = \$36,000

divided by 195 days = \$184.62/daily rate

divided by 8 hours = \$23.08/hourly rate



Melanie Benoit <melanie.benoit@nicholls.edu>

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**(no subject)**

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**Sandi Click** <sandi.click@nicholls.edu>  
To: Melanie Benoit <melanie.benoit@nicholls.edu>

Wed, Jul 21, 2021 at 11:03 AM

Hi Melanie,

I'm not really sure this will help much but I have attached the scanned document of what payroll found from when Larry Howell was here. I also checked the FY Calendar/Payroll schedules and I see that this didn't go into effect until Academic Year 15-16. I hope this helps a little ;)

Please let me know if you have any other questions.


Thanks,  
Sandi

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 **202107211104.pdf**  
784K

**Nicholls State University  
Academic Council  
Minutes**

<p><b>Date:</b> Wednesday, February 19, 2014  <b>Time:</b> 2:00 p.m.  <b>Place:</b> President's Conference Room, Picciola Hall  <b>Attendance:</b> <input checked="" type="checkbox"/> Dr. Barrilleaux, <input checked="" type="checkbox"/> Mr. Howell; Deans <input checked="" type="checkbox"/> Doucet, <input type="checkbox"/> Davis, <input checked="" type="checkbox"/> Jones, <input checked="" type="checkbox"/> Mauldin, <input checked="" type="checkbox"/> Westbrook; <input checked="" type="checkbox"/> D. Plaisance, (Graduate Studies),  <input checked="" type="checkbox"/> K. Rodrigue (Registrar), <input checked="" type="checkbox"/> Van Viator (Library), <input checked="" type="checkbox"/> R. Hicks (IE), <input type="checkbox"/> S. Michot (Faculty Senate), <input checked="" type="checkbox"/> A. Simoncelli (Distance Learning),  <input checked="" type="checkbox"/> D. Benoit (Research/Sponsored Programs), <input checked="" type="checkbox"/> L. Soule (CAFÉ)  <b>Substitutes:</b> David Zerangue for Dean Davis  <b>Guests:</b> Dr. Eugene Dial, Ashley Munson</p>
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Agenda Item	Discussion/Actions
1. Academic Council Salutes-College of Education	The Academic Council saluted Ashley Munson, Program Coordinator in the Louisiana Center for the Study of Dyslexia and Related Learning Disorders, for outstanding contributions to the program.
2. Academic Classroom Rental Fees for Outside Groups	Dr. Dial presented a new policy on the rental of academic classrooms in hopes of generating more revenue. The University is moving towards having more private/corporate events. A list of academic facilities for possible rental was presented. The Council was asked review the list of rooms and notify us of rooms that are not for outside use. If anyone approaches a department to rent facilities, refer them to Auxiliary Services-Avis Pickens. Exceptions can be made by written request to President Murphy.
3. Endowed Professorships	<p>Mr. Howell addressed the Council on endowments. The return on investment for endowments were pretty good over the last 6 months, over 7.5%. The stock market increase since last July has been phenomenal. There are now fifty-eight endowments - two endowed chairs and fifty-six professorships. They cover about 1/3 of our faculty. Because of the excellent return, nine more will be added to the funding list. That will leave only six endowments matched in 2007 that will not be awarded. Mr. Howell is having all the professorship information put on the web, which will link to all the information about the endowments.</p> <p>Mr. Howell distributed a list and handouts of what he has already on the endowments. The deans are to forward to him information about the endowments. Each area should provide the name, purpose, rationale, and criteria for selection.</p>
4. Summer Office Hours and Online Classes (Davis)	Dr. Barrilleaux made it clear that she plans to abide by what is in the policy/procedure manual regarding summer office hours and online classes, until the policy changes. The Faculty Senate is researching and if they come forward with a proposal for changes, Dr. Barrilleaux will open discussion to the Academic Council. If the Academic Council wants to change the policy, she will not stop it.
5. Nicholls Online Student Evaluations (Simoncelli)	Dr. Simoncelli reviewed stats for Nicholls Online Student Evaluations for 2013. Nicholls Online is a year old. There are 501 students; class seats-1,133. Approximately 70% are female; 30% male. Faculty members are emailed evaluation information, and comments from the students are included. Regarding traditional online classes, Dr. Soule and Dr.

	Simoncelli may go to Faculty Senate and address using a different instrument than SIR for evaluating traditional online courses. Some of the traditional questions don't make sense for an online environment; they are geared more towards face-to-face instruction.
6. Free Course: Creating A Program Assessment Plan	<p>Renee Hicks presented information for a free class on program assessment plans. She herself enrolled, and you move at your own pace. This can be counted toward professional development and merit. The program can be split into parts for presentation in the CAFÉ.</p> <p>Information will be emailed to faculty by Renee on how to enroll, but Dr. Barrilleaux wants the directive of taking the class to come from the college deans to departmental faculty rather than from Renee Hicks. It has to be enforced from that level. Renee asked that deans and department heads think about their new faculty on this initiative. She gets calls from some of them wanting to be more involved.</p>
7. Other Business	<p>Dr. Barrilleaux reviewed items discussed at the February 18, 2014, Executive Council meeting:</p> <ul style="list-style-type: none"> <li>• University Policy and Procedure. Defining a 10-month faculty member went to the Executive Council and they asked this Council to look at it. Mr. Howell stated that 10-month positions were designed to have faculty here one week prior to each Faculty Institute and one week after each Commencement. This would give four additional weeks (or 1 extra month) of work, thus 10-month employment. The Council concurred that this is appropriate.</li> <li>• New Structure for Governance was discussed-redefining and renaming the Executive Council and President's Cabinet. The Cabinet will be a smaller group, and the President's Council will be much larger and more the decision-making body.</li> <li>• President's Inauguration. There will be a one-day inauguration event to celebrate new leadership, but also pre-inaugural events. The Inauguration will be held on April 3<sup>rd</sup>. It will include a ceremony (day) and a dinner at night (by invitation only).</li> <li>• Standardized Status Updates – Dr. Murphy wants updates from each area, and they are to be standardized.</li> <li>• Commencement guidelines – the Commencement Guidelines for dress code, graduation requirement, permission to walk in the ceremony, diploma covers were discussed. Dr. Murphy would like to see the entire policy prior to approval of the guidelines. Dr. Barrilleaux will work on this.</li> </ul> <p>Dr. Barrilleaux attended a Workforce Development Seminar yesterday. A playbook for Economic Development was presented. The playbook addresses how to develop an economic development plan for your university. A presentation was made that she will share when received. There is a big push for us to be more involved in economic development and to do it with the other Higher Ed entities of the region. The Board would like to see someone designated as an Industry Relations Person, and that could involve Career Services or perhaps Continuing Education.</p>
8. Announcements	Around the table announcements about current happenings in each area.
Adjourned: 3:30 pm	

10 mo faculty no longer 8/1 - 5/31, their dates will change every academic year

**Nicholls State University**

**President's Cabinet Meeting  
Tuesday, February 25, 2014**

- 1. University Policy and Procedure/Employee Divisions and Categories Revisited – Barrilleaux**  
Dr. Barrilleaux referenced the statement: "faculty appointed as 10-month faculty are required to work one week BEFORE each Faculty Institute and one week AFTER each commencement" which was added to the policy, but was not yet formalized. Since this statement was reviewed and discussed with Academic Council and met with their consent, it was approved.
- 2. Standardized Status Updates Reminder – Murphy**  
This topic was discussed during the meeting of University Council prior to this meeting and it was decided that all recommendations or ideas would be submitted within the next week to Dr. Murphy.
- 3. Commencement Guidelines Approval Revisited – Barrilleaux**  
Dr. Barrilleaux stated that there are no formal policies regarding commencement, but would like to provide standardized guidelines for everyone to follow. Dr. Murphy asked Dr. Barrilleaux to make a few revisions to the guidelines she presented regarding the requirements for participation in the graduation ceremony and the granting of exceptions, as well as the handing out of diplomas on stage and re-submit them for approval at the next meeting.
- 4. Classroom Rental Charges Update - Barrilleaux**  
Dr. Barrilleaux noted that she has requested a list from each dean of classrooms that could be rented out. There was an objection to having Union Services schedule these classrooms because a different system is used by Union Services and Academic Affairs. Facility usage will be coordinated between Academic Affairs and Union Services, and Union Services will process the charge for the rental fee.

**Other:**

Dr. Dial stated that he will be forwarding recommendations for housing and meals for next year.

Dr. Murphy will be attending his first Board of Supervisors meeting on Thursday.

Dr. Murphy would like to speak about faculty letters of appointment at the next meeting.

**Members Present:** Dr. Bruce Murphy, Dr. Laynie Barrilleaux, Dr. Eugene Dial, Larry Howell, Mike Naquin, Mike Davis, Renee Hicks, Charles Ordoyne, Rob Bernardi, Brenda Haskins and Phyllis Daigle



NICHOLLS STATE UNIVERSITY												
PAYROLL SCHEDULE FOR PERIOD BEGINNING												
JUNE 12, 2021 AND ENDING JUNE 10, 2022												
CK NO	STARTS	ENDS	PRDST LEFT	PAY PRD NO	PAY DATE	S	M	T	W	T	F	S
1	06/12/21	06/25/21	26	AC/BW 14	07/02/21							
2	06/26/21	07/09/21	25	AC/BW 15	07/16/21							
3	07/10/21	07/23/21	24	AC/BW 16	07/30/21							
4	07/24/21	08/06/21	23	AC/BW 17	08/13/21							
5	08/07/21	08/20/21	22	AC/BW 18	08/27/21							
6	08/21/21	09/03/21	21	AC/BW 19	09/10/21							
7	09/04/21	09/17/21	20	AC/BW 20	09/24/21							
8	09/18/21	10/01/21	19	AC/BW 21	10/08/21							
9	10/02/21	10/15/21	18	AC/BW 22	10/22/21							
10	10/16/21	10/29/21	17	AC/BW 23	11/05/21							
11	10/30/21	11/12/21	16	AC/BW 24	11/19/21							
12	11/13/21	11/26/21	15	AC/BW 25	12/03/21							
13	11/27/21	12/10/21	14	AC/BW 26	12/17/21							
14	12/11/21	12/24/21	13	AC/BW 27	12/31/21							
15	12/25/21	01/07/22	12	AC/BW 1	01/14/22							
16	01/08/22	01/21/22	11	AC/BW 2	01/28/22							
17	01/22/22	02/04/22	10	AC/BW 3	02/11/22							
18	02/05/22	02/18/22	9	AC/BW 4	02/25/22							
19	02/19/22	03/04/22	8	AC/BW 5	03/11/22							
20	03/05/22	03/18/22	7	AC/BW 6	03/25/22							
21	03/19/22	04/01/22	6	AC/BW 7	04/08/22							
22	04/02/22	04/15/22	5	AC/BW 8	04/22/22							
23	04/16/22	04/29/22	4	AC/BW 9	05/06/22							
24	04/30/22	05/13/22	3	AC/BW 10	05/20/22							
25	05/14/22	05/27/22	2	AC/BW 11	06/03/22							
26	05/28/22	06/10/22	1	AC/BW 12	06/17/22							
IMPORTANT DATES												
FISCAL YEAR: 7/1/21 - 6/30/22 = 261 DAYS												
9 MTH ACADEMIC YEAR: 8/11/21 - 5/14/22 = 198 DAYS												
10 MTH ACADEMIC YEAR: 8/4/21 - 5/20/22 = 208 DAYS												
FALL: 8/11/21 - 12/11/21 = 88 DAYS												
WINTER SESSION: 12/14/21 - 1/13/22 = 23 DAYS												
SPRING: 1/12/22 - 5/14/22 = 88 DAYS												
SUMMER: 6/1/22 - 8/1/22 = 44 DAYS												
MINI A: 6/1/22 - 6/28/22 = 20 DAYS												
MINI B: 6/30/22 - 8/1/22 = 23 DAYS												
NSU ONLINE -- SUMMER: 6/1/21 - 8/2/21 = 45 DAYS												
FALL A: 8/16/21 - 10/7/21 = 39 DAYS												
FALL B: 10/11/21 - 12/9/21 = 44 DAYS												
SPRING A:												
SPRING B:												
July 2022 - 21 days												
June 2022 - 22 days												
May 2022 - 22 days												
April 2022 - 21 days												
March 2022 - 23 days												
February 2022 - 20 days												
January 2022 - 21 days												
June 2021 - 22 days												
July 2021 - 22 days												
August 2021 - 22 days												
September 2021 - 22 days												
October 2021 - 21 days												
November 2021 - 22 days												
December 2021 - 23 days												



Melanie Benoit &lt;melanie.benoit@nicholls.edu&gt;

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**(no subject)**

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**Sandi Click** <sandi.click@nicholls.edu>  
To: Melanie Benoit <melanie.benoit@nicholls.edu>

Wed, Jul 21, 2021 at 12:49 PM

Not sure if this is any additional help but Cindy Andrews also found this email that she had printed out and saved.

Thanks,  
Sandi

----- Forwarded message -----

From: **Cindy Andrews** <cindy.andrews@nicholls.edu>  
Date: Wed, Jul 21, 2021 at 11:50 AM  
Subject: Re:  
To: Sandi Click <sandi.click@nicholls.edu>  
Cc: Kay Legendre <kay.legendre@nicholls.edu>, Wendy LeBlanc <wendy.leblanc@nicholls.edu>

Hi Sandi,  
I found the email attached from 2013. We received direction from Larry Howell. 10 month faculty are expected to work the week before faculty institute and the week after graduation.

Yes, this is an old email. Not sure if anything more recent is out there or if the Policy manual has been updated as Laynie requested on this email.  
hope this helps,  
Cindy

On Wed, Jul 21, 2021 at 10:22 AM Sandi Click <sandi.click@nicholls.edu> wrote:

Do you guys remember if we ever got anything in writing when 10 month faculty were changed from the old dates of 8/1/XX - 5/31/XX?

[Quoted text hidden]

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*Sandi Click*

**HR Analyst A/Benefits Coordinator**

Nicholls State University  
Human Resources  
P.O. Box 2105 NSU  
Thibodaux, LA 70310  
985-448-4040

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*Cindy G. Andrews*, Assistant Controller  
for Accounting and Payroll  
Nicholls State University  
Controller's Office  
PO Box 2003 NSU  
Thibodaux LA 70310  
ph: (985)448-4061 | fx: (985)449-7025

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[Quoted text hidden]

Nicholls State University G Suite Mail - (no subject)

7/21/2021  
10mos days worked.pdf  
297K



Cindy Andrews <cindy.andrews@nicholls.edu>

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## Fwd: 10 month faculty leave

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Laynie at Nicholls <laynie.barrilleaux@nicholls.edu>

Thu, Dec 12, 2013 at 7:46 PM

To: Larry Howell <larry.howell@nicholls.edu>

Cc: Michael Naquin <mike.naquin@nicholls.edu>, Annette Arboneaux <annette.arboneaux@nicholls.edu>, Kay Legendre <kay.legendre@nicholls.edu>, Cindy Andrews <cindy.andrews@nicholls.edu>, Elizabeth Riviere <elizabeth.riviere@nicholls.edu>

I verified this at academic council. We need to put this in policy and procedure manual.

Dr. Laynie Barrilleaux  
985-859-7259  
1B Audubon Court

On Dec 12, 2013, at 5:20 PM, Larry Howell <larry.howell@nicholls.edu> wrote:

They are supposed to be off when the faculty are normally off, except for a week BEFORE each Faculty Institute and a week AFTER each commencement. That gives them the 4 extra weeks.

On Thu, Dec 12, 2013 at 10:27 AM, Michael Naquin <mike.naquin@nicholls.edu> wrote:

What are the date of the contract? During the academic year I would think that they would be off when the faculty are off. I thought their contracts started earlier and ended later. They should at least have to work the extra dates stipulated on their contracts.

Just my thoughts.

Mike

On Tue, Dec 10, 2013 at 10:44 AM, Allayne Barrilleaux <laynie.barrilleaux@nicholls.edu> wrote:

We need a clear definition of leave and expected work for 10 month faculty.

I know their contract runs from August 1 to May 31, but what type of leave can they take? Are they able to take off whenever faculty are off except for the time between August 1 and start of class and spring commencement and May 31? What happens during the Christmas break? are they allowed to take off after commencement as other faculty do? What type of leave can be accumulated?

If allowed to be off after Fall Commencement, this may present some problems for administrative duties that must be performed before we leave for break. Or can the dean designate that extra four weeks they are to work based on the needs of the college/department?

Any guidance would be greatly appreciated!

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Allayne "Laynie" Barrilleaux, Ph.D., MBA  
Vice President for Academic Affairs  
Distinguished Service Professor of Management