



POLICY NUMBER: SLCC-HR-505

POLICY AND PROCEDURES MEMORANDUM

Title: Employment Relationship
Effective Date: Fall 2011
Date of Last Revision:
Cancellation:
Office:

Employment Relationship

CLASSIFIED STAFF

The employee-employer relationship for classified employees is governed by Civil Service Rules.

EMPLOYMENT AT WILL — UNCLASSIFIED ADMINISTRATIVE STAFF Administrative staff members serve in their administrative positions at the pleasure or will of the Louisiana Community and Technical College System (SLCC) Board of Supervisors. At-will employees: All non-classified, non-faculty employees who have accepted employment with SLCC have entered into an "employment-at-will" agreement. Under this agreement, employees are free to resign at any time, with or without cause or reason. Similarly, SLCC may terminate the employment relationship at any time, with or without prior notice.

NON-TENURED FACULTY

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review of the specific conditions relating to the position. The Chancellor is responsible for instituting action that ensures that each tenure-track faculty member is reviewed for renewal each year. Unless an appointment is of a temporary nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment.

Non-tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or SLCC such as infraction of law or commonly accepted standards of morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. Notice requirements are not applicable in the event of termination for cause.

TENURED FACULTY

Tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or SLCC such as infraction of law or commonly accepted standards or morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. Notice requirements are not applicable in the event of termination for cause. However, action to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom.

Each institution shall have a written policy for due process concerning academic dismissal for tenured faculty. This policy shall be approved by legal counsel, the President and on file with the system office. This policy shall provide for hearings before a committee that includes faculty members. Committee findings and recommendations shall be forwarded to the Chancellor who shall make a final determination.

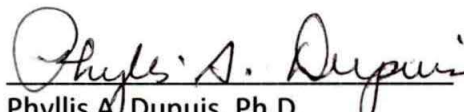
Policy Reference:

Louisiana Community and Technical College System, Policy # 6.016

Review Process:

x	Reviewing Council/Entity	Review Date	Effective Date
X	Cabinet Approval	8/29/11	
	Vice Chancellor for Academic and Student Affairs Approval		
	Vice Chancellor of Administration and Finance Approval		
X	Chancellor Approval	12/22/11	

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