



## EMPLOYMENT CONTRACT FOR ACADEMIC EMPLOYEES

TO: \_\_\_\_\_

It is our pleasure to offer you, subject to administrative approval, an appointment at the rank of \_\_\_\_\_ in the department of \_\_\_\_\_.

This is a:        full-time appointment  
                  part-time appointment at \_\_\_\_\_ % effort .

The appointment is effective \_\_\_\_\_ through \_\_\_\_\_ with an initial salary of \$ \_\_\_\_\_ on    Semester Basis    Academic Year Basis    Fiscal Year Basis

This position    May    May Not lead to Tenure. \*See additional page for an explanation of a term appointment and tenure.

Your initial duties are outlined on the attached job description which you are to initial and return with this contract. Your duties are subject to change, depending on department needs, and such a change shall not be grounds for rescission of this contract. In any event, financial exigency may justify the cancellation or amendment of this contract.

In accepting this appointment you are entitled to the appropriate benefits of and agree to abide by the regulations of the University, the Board of Supervisors, the laws of Louisiana, which include but are not limited to mandatory enrollment in a retirement system and execution of the loyalty oath required by the State of Louisiana and assignment of patents and copyrights to the LSU System under prescribed conditions.

Special provisions of the appointment are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Administrative Officer Approvals [as required]

_____	_____	_____	_____
Other	Date	Department Head	Date
_____	_____	_____	_____
Vice Chancellor	Date	Vice Chancellor Business Affairs	Date

### Employee Acceptance of Approved Offer

I hereby accept the offer and the conditions of employment as stated above. I acknowledge that any representations or conditions not stated above or incorporated by reference are not binding on the University and do not form part of this employment contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I. SECTION 2-7 OF THE REGULATIONS OF THE BOARD OF SUPERVISORS CURRENTLY PROVIDES IN PART:

**"Faculty Ranks.** Faculty members and other members of the academic staff of comparable rank, including librarians, may be appointed for a specific term ("term appointment") or indefinitely ("tenured appointment") depending on rank and experience. Appointment or tenure on one campus of the LSU System carries no implication of appointment or tenure on another campus. Academic employees are tenured only with respect to their academic ranks and not with respect to administrative titles or assignments.

"Tenure is not a guarantee of lifetime employment, particularly in the face of institutional change or financial exigency. It does assure that the employee will not be dismissed without adequate justification and without due process.

"Term employees are appointed for specified periods of time as indicated on the appointment form.

"Professors and Associate Professors are tenured and are appointed for an indefinite period of time, except that the initial appointment and subsequent reappointments through not more than five years of total service to the LSU campus involved may be made for a stipulated term. Persons promoted to the rank of Professor or Associate Professor after less than five years of service on the campus may be continued to term appointment through no more than the fifth year. Persons holding a professorial rank (Professor, Associate Professor or Assistant Professor) while being paid by a grant or contract do not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the President.

"Assistant Professors are appointed for terms no longer than three years. Upon reappointment after seven years of service in rank on a particular campus, Assistant Professors receive tenure. A thorough review will be made during the sixth year of service so that notice of termination may be given if necessary no later than the end of the sixth year of service. Individual campuses have the option of conducting the thorough review prior to the sixth year, provided that appropriate written notification is given to the faculty member. The University may, at its discretion, count prior service on the same campus toward the seven-year evaluation period for an Assistant Professor to achieve indeterminate tenure. The ultimate decision shall be left with the President, to be applied in each individual case for which the respective campus recommends granting indeterminate tenure counting prior service favorably.

"Those who rank as Associate or Instructor shall be appointed for a specified term and shall not be considered for indeterminate tenure; provided, however, Associates and Instructors hired for an initial term greater than two years may be terminated at the end of the first year if given notice during the first nine months of that year. Otherwise, the provisions of Section 2-7(1)-(4) shall apply.

**"Expiration of Appointment.** Upon expiration of a term appointment, the employee is a free agent to whom the University System has no obligation. The University System may reappoint the employee to the same or a different position. Non-reappointment carries no implication whatsoever as to the quality of the employee's work, conduct, or professional competence.

"When an employee, other than an Associate, is not to be reappointed, written notice to the employee will ordinarily be provided in accordance with the following schedule:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during the academic year, at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years service on that campus.
4. When an Associate is not reappointed, the Associate shall be given written notice of termination no less than ninety (90) days prior to the expiration of the employment contract."

II. THE POLICIES OF THE LSU BOARD OF SUPERVISORS RELATING TO FRINGE BENEFITS INCLUDE THE FOLLOWING:

(A) Optional employee benefit plans:

- 1) group medical insurance;
- 2) group life insurance;
- 3) long term disability income insurance;
- 4) accidental death and dismemberment insurance.

(B) Other fringe benefits include but are not limited to:

- 1) monthly accrual of sick leave for all regular employees;
- 2) monthly accrual of annual leave for regular employees on twelve month pay basis;
- 3) voluntary participation in tax sheltered programs.

Upon receipt of this signed contract, forms and instructions for enrollment in the above programs will be forwarded to you.