



POLICY STATEMENT 47
WORKFORCE INNOVATION AND CONTINUING EDUCATION ACTIVITIES

POLICY DIGEST

Monitoring Unit: Academic Affairs
Initially Issued: May 26, 2002
Last Revised: June 20, 2025

I. PURPOSE

To define LSU Eunice policies and operating procedures for the offering of workforce innovation and continuing education, and outreach courses through the Office of Workforce Innovation and Continuing Education.

II. GENERAL POLICY

Institutions of higher education generally incorporate into their purpose an extension and public service component to provide for life-long learning opportunities. These opportunities are often referred to as workforce innovation, continuing education, extension education, outreach, or public and community service programs. At LSU Eunice, these programs are non-credit, may be offered on or off campus, and may be offered through a variety of delivery systems. Workforce innovation and continuing education programs for LSU Eunice must be clearly related to the purpose and mission of the University. All workforce innovation and continuing education programs must be evaluated regularly.

All programs offered for academic credit at LSU Eunice are offered through the Office of Academic Affairs and the appropriate Academic Dean and must comply with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation*. Non-credit continuing education programs should follow national guidelines for the recording of Continuing Education Units (CEUs).

III. PROCEDURE

The following policies apply to workforce innovation, continuing education, and extension activities conducted by LSU Eunice.

A. Administration

The Director of Workforce Innovation and Continuing Education is charged with the primary responsibility for planning, implementing, and monitoring all workforce innovation and continuing education. This includes facilitating student registration and payment.

B. Staff

LSU Eunice faculty and staff members are encouraged to suggest ideas for workforce

40 innovation and continuing education courses. Suggestions for such activities should be
41 channeled to the Director of Workforce Innovation and Continuing Education through and
42 with the endorsement of the head of the academic or administrative unit that would sponsor
43 the activities in question.

44 Each appointment of a member of the staff shall be made upon the basis of merit and the
45 special fitness of the individual for the work demanded by the position. Arrangements for
46 members of the staff shall be made by the Director of Workforce Innovation and Continuing
47 Education with the approval of the Vice Chancellor for Academic Affairs and Provost. The
48 terms of the appointment of each member of the staff shall be reduced to writing and a copy
49 thereof furnished to each of the contracting parties. Each member of the staff is expected to
50 be devoted to the accomplishment of the purposes for which they were hired.

51 It is the policy of LSU Eunice that all members of the campus community should be able to
52 enjoy a work and/or educational environment free from sexual harassment. As a result,
53 sexual harassment, whether committed by supervisors, non-supervisors, faculty, staff
54 personnel, students, visitors, contracted personnel, or others, is prohibited. All members of
55 the university must be aware of sexual harassment, whether intended or inadvertent, and
56 take a proactive stand against it (see LSU Eunice [Policy Statement 30: Policy on Sexual
57 Harassment](#) and LSU [Permanent Memorandum 73: Policy Prohibiting Sex- and Gender-
58 Based Harassment and Discrimination, including Sexual Misconduct](#)).

59 C. Facilities

60 On and off-campus physical facilities should provide a suitable environment for the planned
61 educational activities. All arrangements for physical facilities will be made by the Director of
62 Workforce Innovation and Continuing Education. These arrangements must include written
63 authorization for the use of the facilities from the owner(s), including a specification of any
64 rental or lease expenses involved.