



Campus Correspondence

To: All CCT

From: Edward Seidel, Director

Date: 11 December 2007

Subject: CCTPS-19 Definition and Maintenance of the Official List of CCT Faculty

As CCT formalizes procedures for mentoring, regularly evaluating, and recommending the promotion of CCT faculty in compliance with PS-36, it is critically important that the CCT define and maintain an official list of CCT faculty. This policy defines a “voting member of the CCT faculty” and sets the guidelines and responsibilities for ensuring that the official list of CCT faculty is maintained.

CCTPS-19 Terms

- The official list of CCT faculty must be based on the following definition of a voting member of the CCT faculty:
 - *An academic employee will be considered a voting member of the CCT faculty if (a) the individual holds a tenured or tenure-track faculty position in one of LSU's recognized academic units, and (b) 50 percent or more of the individual's regular, 9-month academic salary is paid from the CCT's annualized machine-run-budget (MRB).*
- The official list must keep track of the professorial rank and tenure status of all CCT faculty.
- The list must be maintained on an on-going basis by the CCT HR coordinator, following the guidelines as outlined above.
- The CCT HR coordinator must also oversee the maintenance of the “CCT Faculty” Web page, which must separately identify voting members of CCT's faculty consistent with the official list of CCT faculty.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT director.