

I. INTRODUCTION

A. Purpose of this Handbook

This Handbook is issued to staff employees of Tulane University and its controlled or affiliated entities (hereinafter collectively referred to as “Tulane” or the “University”). It provides general information about Tulane’s employment practices, including the benefits provided to you and conduct expected from you as a staff member. It is your responsibility to become familiar with the information in this Handbook. This Handbook does not contain every policy or employment practice of the University and the descriptions contained herein are only summaries. If you have questions or want more detail on a particular practice or benefit, please contact the University’s Office of Human Resources. This Handbook supersedes all other communications, handbooks, memoranda and notices you may have received regarding the topics covered herein.

The content of this Handbook may be changed at any time at the sole discretion of the University. If changes are made, you will be informed as soon as possible through postings on the Office of Human Resources web site, articles in University publications or notices sent directly to you through campus mail or email. You may be asked to sign an additional acknowledgment indicating that you have been informed of the changes.

B. Employment At Will

This Handbook is not a contract, guarantee or assurance of employment or of any right to an employment-related benefit or procedure. Your employment as a staff employee is at-will. This means that your employment may be terminated, with or without cause, at any time and without prior notice, by you or by the University. This also means that the University may assign additional or different job duties to you and/or alter your job duties at any time. Any employment position that is dependent upon external funding is also at-will and may be terminated at any time.

Your at-will employment status can only be modified by a written employment agreement signed by the President of the University and you. Your at-will employment status can not be modified by an oral or implied agreement. Nor can your at-will employment status be modified by any University handbook, including this Handbook, or any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or your length of service.

C. University Mission Statement

Tulane’s purpose is to create, communicate, and conserve knowledge in order to enrich the capacity of individuals, organizations and communities to think, to learn, and to act and lead with integrity and wisdom.

Tulane pursues this mission by cultivating an environment that focuses on learning and the generation of new knowledge; by expecting and rewarding teaching and research of

extraordinarily high quality and impact; and by fostering community-building initiatives as well as scientific, cultural and social understanding that integrate with and strengthen learning and research. This mission is pursued in the context of the unique qualities of our location in New Orleans and our continual aspiration to be a truly distinctive international university.

We hope that you can help us more effectively pursue this mission.

D. University Administration

1. The *Board of Administrators* is the ultimate governing and policy-making authority for the University.
2. The *President* is the chief executive officer of the University. The President is selected by the Board of Administrators.
3. The *Senior Vice President for Academic Affairs* administers the academic program of instruction and research for the undergraduate colleges, the graduate school, admissions, student affairs and professional schools of the University, excluding the School of Medicine and School of Public Health and Tropical Medicine. The Senior Vice President for Academic Affairs reports to the President.
4. The *Senior Vice President for Health Sciences* manages the University's programs in medical education, medical research and patient care, including the School of Medicine, the School of Public Health and Tropical Medicine, the Tulane National Primate Research Center and the F. Edward Hebert Research Center. The Senior Vice President for Health Sciences reports to the President.
5. The *Senior Vice President for External Affairs* manages the technology transfer and business development, institutional research, alumni affairs, public relations, strategic planning and fund-raising activities of the University. The Senior Vice President for External Affairs reports to the President.
6. The *Senior Vice President for Operations and Chief Financial Officer* manages the financial and physical affairs of the University. The Senior Vice President for Operations and Chief Financial Officer reports to the President.
7. The *Deans* conduct the affairs of each school or college. The Deans report to the Senior Vice President for Academic Affairs or the Senior Vice President for Health Sciences, as applicable.
8. The *University Senate* is the principal agency through which members of the faculty, staff and student body influence policies and operations of the University as a whole.

9. The *Staff Advisory Council* is a representative body through which the staff makes its concerns known to the University Senate and the Office of Human Resources.

The Staff Advisory Council is a body of elected and appointed staff employees which serves as the only officially recognized staff assembly. The Council forwards comments and suggestions to the University Senate or its subcommittees and to the Office of Human Resources concerning University policies and procedures affecting overall staff welfare. The Office of Human Resources acts as a liaison between the Staff Advisory Council and the University's administration.

For purposes of Council representation, the University is divided into geographical districts, and representatives are elected approximately in proportion to the number of employees in each district. Elections typically are held in May, and terms begin on July 1st. Representatives serve three-year terms.

Tulane encourages and supports your participation in the Staff Advisory Council. Representatives are permitted to attend regular meetings of the Council and any related committee meetings during scheduled working hours.

For more information about the Staff Advisory Council and how to become involved, please contact the Council by phone or through its web site.