

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Effective Date: April 1, 2004

AG CENTER PS-24
Revision: 1

ASSOCIATES

Purpose

To establish a policy statement regarding the appointment, education, and retention provisions related to the rank of associate in the LSU Agricultural Center. This policy covers both extension and research associates.

General Policy

The rank of associate is critical to the overall success of the LSU AgCenter's research and extension programs. While the title of associate is the lowest academic rank in the LSU AgCenter, it provides research and extension projects with access to individuals who have earned a collegiate academic degree in a directly applicable field. Associates play an important support role, functioning in a variety of ways to provide direct and indirect support to research and extension faculty by providing access to professional level personnel in support of programs within the AgCenter.

Appointment – Any individual appointed to the rank of associate must possess a minimum of a baccalaureate degree in the subject area of the assigned work or in a closely related area. An individual who has or receives a doctoral degree may hold the associate rank with the understanding that the duties, title and pay of the position will remain consistent with the support role intended for the associate rank. Associates are only eligible for term appointments. An initial appointment may be made for up to two years and one month, provided that the

appointment may be terminated at the end of the first year if notice is given within the first nine months of the appointment. Subsequent appointments may be made for no longer than one year at a time. When an appointment is not to be renewed, at least ninety days written notice will be given.

Educational Provisions – With approval of the administrative units and in accordance with AgCenter PS-25, associates may be permitted to take job-related coursework and/or to pursue job-related graduate degrees at institutions of the Louisiana State University System or other appropriate universities while employed with the LSU Agricultural Center. The unit head should carefully review any request to take coursework and/or pursue graduate work. Emphasis should be given to the individual's ability to fulfill job responsibilities while meeting course and degree requirements. The associate rank is not a substitute for graduate assistantships. The primary focus of an associate must be on the assigned duties of the position. Associates may be permitted time off from work for up to **three** clock hours per week to pursue coursework in accordance with AgCenter PS-25. Such coursework must have prior approval of the unit head.