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3 **POLICY STATEMENT 47**  
4 **WORKFORCE INNOVATION AND CONTINUING EDUCATION ACTIVITIES**

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6 **POLICY DIGEST**

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8 **Monitoring Unit: Academic Affairs**  
9 **Initially Issued: May 26, 2002**  
10 **Last Revised: March 17, 2022**

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13 **I. PURPOSE**

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

17 **II. GENERAL POLICY**

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

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

31 **III. PROCEDURE**

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

34 **A. Administration**

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

38 **B. Staff**

39 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.

57 C. Facilities

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