

## Tenure

The University's tenure policies and practices follow prescriptions contained in the Board of Regents' Bylaws & Rules Part Two – Chapter III – Faculty and Staff – Section I. Rights Duties and Responsibilities of Academic Staff ([Appendix A](#), Document I) and in the section on tenure in Chapter III of the *Rules* of the Board of Supervisors for the University of Louisiana System. The latter is available on-line at [https://www.ulsystem.edu/wp-content/uploads/2017/11/Chpt\\_3\\_XI\\_Tenure\\_2\\_25\\_2011.pdf](https://www.ulsystem.edu/wp-content/uploads/2017/11/Chpt_3_XI_Tenure_2_25_2011.pdf).

Faculty members shall not be eligible for tenure at the instructor or lecturer level. Unless explicitly stated otherwise in the Appointment Form, temporary faculty members being paid from a grant or contract may not be granted tenure.

### ***Probationary Period***

Full-time academic personnel hired at the rank of Assistant Professor shall serve a probationary period not to exceed six years of continuous service. For the purposes of computing continuous service during the maximum six-year probationary period, leaves approved by the Board may be included. Service at all ranks may, at the discretion of the institution, be included.

Assistant professors shall be eligible for tenure after serving the established probationary period, and an application for tenure and promotion will usually be considered simultaneously. An Assistant Professor applying for tenure may be granted tenure and denied promotion to Associate Professor in the same period, but only in the most unusual cases.

Faculty members appointed at the rank of Associate Professor serve a probationary period approved by the President of the University, but not less than one year nor more than four years. Faculty members initially employed at the rank of Professor may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years.

For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Supervisors.

### ***Extending the Probationary Employment Period***

Normally, faculty appointed to tenure-track (probationary) positions shall be reviewed in the third year of probation for re-appointment consideration and in the sixth year of probation for tenure determination. In some circumstances, faculty in probationary appointments may wish to extend the probationary period. At UL Lafayette, our commitments to equity and to faculty members and their families are demonstrated by the policies articulated below, which specify the conditions under which faculty may request to extend the probationary period for significant family-care circumstances.

#### Extensions for the birth or adoption of a child:

Upon request, probationary faculty members *shall* be granted a one-year extension of the tenure clock in the event of childbirth or adoption. The period of extension shall be one year for each birth or adoption, regardless of the number of children involved in the single instance of a birth or adoption.

To obtain an extension of the tenure clock in circumstances of childbirth or adoption, the faculty member shall request such an extension in writing and submit the request directly to the Chief Inclusion Officer. Extensions for childbirth or adoption will be approved upon receipt of the letter of request and supporting documentation. Documentation of childbirth (e.g., a Birth Certificate that includes the faculty member's name) or the adoption of a child (defined as a dependent minor under the age of 18) by the faculty member or their spouse shall be provided at the time of request for extension.

Requests for extension of the probationary period must be received within one year of the birth or adoption of the child. A request for extension may not occur within the final year of a faculty member's tenure probationary period; therefore, all letters of request for the extension of the tenure clock must be received in the academic year prior to the date that has been scheduled for the tenure review.

#### Extensions for significant elder care obligations and other circumstances:

Faculty members *may* be granted an extension of the probationary period when they have primary responsibility for providing care for others such as elderly parents, ill or injured partners, or children with serious conditions requiring extraordinary care. In such circumstances, faculty may request an extension of the probationary period. To request an extension of the tenure clock due to the demands of dependent care, a faculty member shall request such an extension in writing and shall submit the request to their department head, who will convey the request to the relevant dean. The dean shall make a recommendation to the Provost/Vice President for Academic Affairs, who will make a final determination in writing.

A request for extension for dependent care may not occur within the final year of a faculty member's probationary period; therefore, all requests for extension of the probationary period must be received by the department head no later than the end of the academic year prior to the scheduled tenure review date.

#### General Considerations:

This policy applies to all tenure-track faculty, regardless of gender, gender identity, or sexual orientation.

Faculty members who receive an extension of the probationary period may at a later date elect in writing to be considered for review according to their originally scheduled tenure review date. All work produced during the probationary period (whether the third-year review or the tenure review) will be considered at the time of review, regardless of any extension year(s).

## Section IV. Faculty Personnel Policies

In cases in which an extension of the probationary period is granted, the next review (whether the three-year review or the tenure review) shall be postponed for one year and shall occur during the regularly scheduled review period the year following the extension. A faculty member may not be granted more than two years' extension of the probationary period under this policy. (In the event that family care requires a faculty member to delay the tenure review for additional years, it is expected that the faculty member would request an unpaid leave of absence.)

Any concerns about the ability of faculty to request extension of the probationary period or about equity in adherence to this policy shall be addressed to the Chief Inclusion Officer.

### ***Tenure Evaluation and Notification***

Faculty members serving a probationary period will be evaluated for tenure, and the results of that evaluation will be communicated to them. A faculty member's academic department or unit will conduct periodic evaluations, including a mid-tenure review, during the probationary period, in accordance with that department's usual practice. The final evaluation for tenure will usually occur during the penultimate year in the probationary term. In the case of a six-year probation, for instance, the evaluation will occur during and be completed before the conclusion of the sixth academic year. In the case of a four-year probation, the final tenure review will take place in the third year of service. For a person hired with a one-year probationary period, the evaluation will be conducted during the first semester of employment. In all cases, faculty will be notified of the results of their evaluation, and, in the event, tenure is to be denied, 12-month advance written notice of termination shall be given. in accordance with The University of Louisiana System Policy and the University's non-reappointment deadlines, as explained earlier in Section V of the Faculty Handbook.

A uniform provision for tenure provides that the University of Louisiana System Board of Supervisors has the ultimate responsibility for hiring academic personnel and for awarding or denying tenure to academic personnel within the colleges and universities under its jurisdiction. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and employee. Yearly operational budgets shall show the tenure status of each employee.

Recommendation of those to be considered for tenure shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board of Supervisors.

### ***The Continuity of Tenure***

Tenured faculty shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency. Because faculty members hold tenure with an institution through an academic structural unit, termination for financial exigency is at the structural unit

level or at the institution level as determined by procedures, which include faculty participation (see [Appendix A](#), Document II).

## Promotions

Academic ranks at the University are Instructor, Senior Instructor, Master Instructor, Assistant Professor, Associate Professor, and Professor. Advancement in academic rank is not automatic but is based upon the performance of a faculty member and the recommendation of the department head or school director to the appropriate academic dean, who transmits it with a recommendation to the Provost/Vice President for Academic Affairs, who in turn submits it with a recommendation to the President. The University's standard expectation is that faculty being recommended for promotion will have the appropriate terminal degree, normally the doctorate.

In recommending a faculty member for promotion in rank, the chain of authority of the academic organization must consider such factors as: (1) effectiveness as a teacher and advisor; (2) research and professional attainments, such as continued study, refereed publications or suitable equivalents, and participation in professional societies; (3) service to the department, college, University, and profession, and (4) service to the community. Judgments concerning teaching, professional attainments, and service are grounded in the annual performance evaluations of a faculty member. However, in evaluating a faculty member for promotion, the department and University administration may also consider other factors, such as the Board of Supervisors guidelines regarding rank distribution of faculty.

### *Criteria for Promotion*

It is expected that every member of the faculty will strive to meet all of the criteria for an "Ideal University Professor."

In considering promotions, the following are general criteria:

### Instructors

Because teaching, advising, and service are the primary focuses of Instructors, it is understood that faculty employed as Instructors will demonstrate continued intellectual competence and professional development, as well as effectiveness in their teaching activities.

The University recognizes three levels of Instructor: Instructor, Senior Instructor, and Master Instructor.

The rank of **Instructor**, regardless of the level, is a non-tenurable rank. The following are descriptions outlining the transition from Instructor to Senior Instructor, and from Senior Instructor to Master Instructor.

Candidates for **Senior Instructor** should generally have served a minimum of five years as Instructor at UL Lafayette or elsewhere and should demonstrate current disciplinary expertise and effective teaching and student learning outcomes. The candidate should demonstrate a professional contribution and commitment to high quality undergraduate teaching at several levels, and engagement in course and curriculum development within the department and/or college. A Senior Instructor can become eligible for promotion to Master Instructor after serving a minimum of five years as Senior Instructor.

**Master Instructors** will generally have served a minimum of ten years at an Instructor level at UL Lafayette or elsewhere. They should be recognized as model teaching faculty. Master Instructors often are exemplars of departmental and university citizenship, lead efforts to improve course and curricular effectiveness, guide other teaching faculty, and take extraordinary steps to assist, mentor, and engage students. Often Master Instructors hold leadership roles in professional societies and serve as advisors to student organizations. Some colleges expect Master Instructors to engage in scholarly activity.

In addition to being eligible for promotion to Senior Instructor and Master Instructor, in exceptional cases an Instructor of any level may be recommended for promotion to Assistant Professor, so long as they possess suitable credentials, including the terminal degree and a strong record of scholarly, creative, and/or research productivity.

### Assistant Professor

The rank of Assistant Professor is based upon performance as well as potential. The candidate must have a strong academic record and should hold the appropriate terminal degree, usually the doctorate. There should be a clear indication that the individual is a

successful teacher and researcher and is expected to qualify eventually for the rank of Associate Professor.

#### **Associate Professor**

Promotion to Associate Professor is based upon actual performance as well as future potential. A demonstrated, sustained record of excellence in teaching, research, and service is necessary. Above all, the individual should continue to grow professionally. The advancement to the rank of Associate Professor carries no presumption of further promotion.

#### **Professor**

Promotion to full Professorship implies that the individual is recognized by peers in the profession as an authority in a field of specialization, and by associates and students as an outstanding teacher and researcher. The Professor will have made major, nationally recognized contributions in the areas of teaching, research, and professional service.

#### ***Procedure for Promotion***

During the spring semester of each year, the head of each department or the director of a school will submit to the appropriate academic dean recommendations for promotion of faculty within the department. After acting upon them, the academic dean, in turn, will submit recommendations to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will then submit recommendations to the President in order that the final campus decision concerning each promotion can be made.

These internal decisions will normally be transmitted back to each department by the end of the Spring semester. Final approval is accomplished in the Fall semester when the Board of Supervisors approves the University's operating budget.